Computerized Patient Record System Version 31b

Set Up and Configuration Guide
CPRS Version 31b Patches

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Department of Veterans Affairs
Office of Information & Technology (OI&T)
Enterprise Program Management Office (EPMO)

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Revision History

Date	Version	Description	Author
8/6/2020	1.9	Section 3.1.1 Install Women's Health High Risk Medications Content – Changed the section number in two steps from 2.2.1 to 2.2.2. Section 3.1.2 Install Women's Health Mammography Tracking Content – Removed a duplicate entry (VA-BREAST TUMOR) under Reminder Taxonomies.	B. Ruff, Dev T. Robinson, TW
8/6/2020	1.8	Section 3.1.2: In the Install Women's Health Mammography Tracking Content: Corrected the name of one item. Section 3.22: Configure Copy/Paste Settings: Added that to disable Copy/Paste for an entire site requires someone with Programmer access. Also, added a note about the ORQQTIU COPY/PASTE IDENT parameter requiring 12 comma-separated values.	B. Ruff, Dev T. Robinson, TW
7/10/2020	1.7	Section 3.5: Added instructions to re-index file 801 post installation.	B. Ruff, Dev T. Robinson, TW
7/10/2020	1.6	Section 3.4.4: Removed COMPLETE from the statuses that should be selected for each item.	B. Ruff, Dev T. Robinson, TW
7/8/2020	1.5	Added new Section 3.7: Sites should inactivate a note title that will no longer be used. Updated Section 3.1: Tasks must complete before proceeding with section 3.5.	B. Ruff, Dev T. Robinson, TW
7/7/2020	1.4	Updated Section 3.1: Sites must wait for specific tasks to complete before proceeding with configuration tasks.	B. Ruff, Dev T. Robinson, TW
7/2/2020	1.3	Added new Section 3.5: Update Reminder General Findings.	B. Ruff, Dev T. Robinson, TW
6/25/2020	1.2	Section 2.2.2: Made some corrections to this section about who should be performing actions and what the actions are.	B. Ruff, Dev T. Robinson, TW
6/23/2020	1.1	Section 3.1.1: Removed an item under the list of Reminder terms to be skipped during installation.	B. Ruff, Dev T. Robinson, TW

Date	Version	Description	Author
		Section 3.3. Removed one item from the table under Link Reminder Dialogs to Document Titles. Section 3.4.2: Under Map Laboratory Test(s) to Terms, corrected the names of Reminder terms: VA-WH POSITIVE LAB PREGNANCY TEST and VA-WH NEGATIVE LAB PREGNANCY TEST Section 3.4.5: Corrected the name of a Reminder term	

Table of Contents

1 Computerized Patient Record System Graphical User Interface

1.1 Overview

The Computerized Patient Record System (CPRS) is a Veterans Health Information Systems and Technology Architecture (VistA) suite of application packages. CPRS enables you to enter, review, and continuously update information connected with a patient. With CPRS, you can order lab tests, medications, diets, radiology tests and procedures, record a patient's allergies or adverse reactions to medications, request and track consults, enter progress notes, diagnoses, and treatments for each encounter, and enter discharge summaries. In addition, CPRS supports clinical decision-making and enables you to review and analyze patient data.

1.2 Recommended Audience

This guide provides information specifically for those personnel who need to perform set up and configuration steps before and after the install of CPRS v31b. These groups include Information Technology Operations and Support (ITOPS) staff, Clinical Application Coordinator (CAC) personnel, the site's Women's Health group, and others who will be needed for pre-installation and post-installation steps so that CPRS v31b will work correctly at sites.

1.3 About this Guide

This set up/configuration guide provides instructions for:

- Pre-installation steps, several of which must be performed before the CPRS v31b installation can proceed.
- Performing post-installation tasks—including configuration tasks—that require knowledge of the underlying VistA system

1.4   Document Conventions
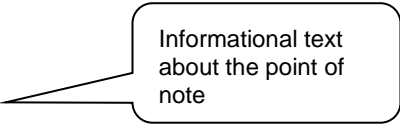
Examples of VistA "Roll and Scroll" interface actions will be shown in a box such as this:

```
Select OPTION NAME: XPAR EDIT PARAMETER        Edit Parameter Values
Edit Parameter Values
```

Emphasis of important points may be displayed in this manner:

> **Note:**   This is an important point and must not be omitted

Call-outs may be used to draw attention to part of a block of text or a table without disrupting the flow of the block or table. For example:

```
Sample text, Sample text, Sample text, Sample text


Sample text, Sample text, Sample text
Sample text, Sample text

Sample text, Sample text, Sample text, Sample text
Sample text




Sample text, Sample text, SOMETHING OF NOTE!!

Sample text, Sample text, Sample text

Sample text, Sample text, Sample text, Sample text, Sample text
```

Informational text about the point of note

1.5   Related Documents

The following documents, in addition to this document, will be available on the VA Software Document Library (VDL) when the patch is released:

CPRS on the VDL

- *CPRS User Guide*
- *CPRS Technical Manual*
- *CPRS Technical Manual: GUI Version*
- *CPRS v31b Release Notes*
- *CPRS v31b Installation Guide*
- *CPRS Set Up/Configuration Guide* (this manual)

2 Pre-requisites

Before beginning the processes described in this document the tasks outlined in this section must be completed.

2.1 Installation Checklist

CPRS v31B TEST SITE READINESS CHECKLIST

TASK	RESPONSIBLE POC	COMMENTS
Confirm that Facility Leadership is aware of CPRS v31b implementation date.	Primary Point of Contact (POC), Health Informatics Specialist/Clinical Applications Coordinators (HIS/CAC), Office of Information and Technology (OI&T)	See the *Release v31b Wave Schedule* and *Release v31b Wave Schedule with Sites* on the CPRS v31b Training Page
Review the *CPRS v31b DIBOR*.	OI&T	Located on the CPRS v31b Training Page
Review the *CPRS v31b Release Notes*	HIS/CAC	Located on the CPRS v31b Training Page
Review the *CPRS v31b Setup and Configuration Guide*	HIS/CAC and OI&T	Located on the CPRS v31b Training Page
Review the Wave Kickoff Document	HIS/CAC, OI&T, Primary POC, HIM, other stakeholders	
Confirm CPRS v31a COVID-19 Identifier was installed	HIS/CAC, OI&T	
Confirm the necessary HIS/CAC, POC and OI&T staff are available during the assigned Wave dates at your site (i.e. Wave kick off call)	OI&T, HIS/CAC, other Subject Matter Expert (SME), Health Information Management (HIM), Lab Information Manager, etc.	See the *Release v31b Wave Schedule* and *Release v31b Wave Schedule with Sites* on the CPRS v31b Training Page
Confirm that the necessary change order requests, to have the CPRS v31b patches installed, have been submitted to OI&T (Region, VISN and/or facility)	HIS/CAC, OI&T	in some Regions the OI&T staff have up to 2 weeks to perform the task.
Necessary personnel attend the Wave kick-off call/training for CPRS v31b	OI&T, HIS/CAC, other SME (HIM, Lab manager, etc.)	
Confirm that local support personnel are prepared and staffed during and after installation into Live account	Primary POC, HIS/CAC, OI&T	
Inform all clinical staff of the CPRS v31b production installation date (emails, staff meetings)	Primary POC, HIS/CAC, OI&T	

Confirm that training for clinical staff has taken place.	providers, nursing, Health Information Management (HIM), HIS/CAC	Create/modify training tools, reserve training rooms, send announcement to staff for training, enlist "super users" assistance.
Confirm that OI&T staff have the necessary access to install patches.	OI&T	Access to servers, etc.
Confirm that the patches have been downloaded	OI&T	
Coordinate with necessary personnel for Citrix updates.	Local site, ITOPS	

2.2   Pre-Installation Steps

The following steps need to be taken prior to installing CPRS v31b.

Sites will need to coordinate with several different groups or individuals to discuss decisions that need to be made in preparation for and after the installation process, including how to handle conversions and mappings that will occur.

In order to have a smooth and timely install of CPRS v31b, it is important to have these decisions made and setups complete before the time of the actual installation.

These groups include

- Women's Health
- Clinical Reminders manager
- TIU managers
- Health Information Management Service
- Desktop Support

2.2.1   How to Resolve Duplicate Document Classes or Titles

CACs: The Clinical Application Coordinators (CACs) will perform this step.

As part of the complete CPRS v31b installation, two document classes and six progress note titles are added to your system. Because the new document classes and progress notes would overwrite any existing document classes and note titles with the same name, the installation checks to see if they already exist on your system. If the following items exist on your system, the installation will not proceed until the duplicate items are resolved.

The document classes are:

- WOMEN'S HEALTH NOTES
- SMART NOTES

The progress note titles are:

- HEALTHELIVING ASSESSMENT SUMMARY
- LACTATION STATUS UPDATE REVIEW
- PREGNANCY STATUS UPDATE REVIEW
- SMART BREAST IMAGING FOLLOW-UP
- SMART PATIENT NOTIFICATION
- SMART OUTSIDE BREAST IMAGE RESULTS

Document Classes
If one of these document classes exist on the system, sites have two options for handling the duplicate document classes:

Document Class Option 1

Rename the pre-existing class(es) and do nothing with the renamed class(es) after installation. With this option, sites will have two document classes after installation.

Document Class Option 2

Rename the pre-existing class(es) and after installation, move the titles from the renamed class(es) into the appropriate class then delete the renamed class(es). With this option, sites will have one document class after installation.

For both options, perform the following steps:

1. Rename the pre-existing class(es)
2. Activate the title(s) underneath the renamed class(es)

Examples from the <u>TIU IRM MAINTENANCE MENU</u>:

Rename the Pre-Existing Class and Activate the Titles Underneath the Renamed Class

```
Select TIU Maintenance Menu <TEST ACCOUNT> Option: 2  Document Definitions
(Manager)

                --- Manager Document Definition Menu ---


   1       Edit Document Definitions
   2       Sort Document Definitions
   3       Create Document Definitions
   4       Create Objects
   5       Create TIU/Health Summary Objects
   6       Create Post-Signature Alerts

Select Document Definitions (Manager) <TEST ACCOUNT> Option: 1  Edit Document
Definitions.......


Edit Document Definitions     Oct 03, 2019@13:50:36       Page:   1 of    1
                          BASICS


      Name                                                          Type
1     CLINICAL DOCUMENTS                                            CL
2      +PROGRESS NOTES                                              CL
3      +ADDENDUM                                                    DC
4      +DISCHARGE SUMMARY                                           CL
5      +CLINICAL PROCEDURES                                         CL
6      +LR LABORATORY REPORTS                                       CL
7      +SURGICAL REPORTS                                            CL








          ?Help   >ScrollRight   PS/PL PrintScrn/List   +/-              >>>
     Expand/Collapse           Detailed Display/Edit    Items: Seq Mnem
MenuTxt
     Jump to Document Def      Status...                Delete
     Boilerplate Text          Name/Owner/PrintName...  Copy/Move
Select Action: Quit// EX   Expand/Collapse
Select Entry:  (1-7): 2.........................................................


Edit Document Definitions     Oct 03, 2019@13:52:12       Page:   2 of    3
                          BASICS

+     Name                                                          Type
16        +COMMUNITY CARE                                           DC
17        +COMPENSATION                                             DC
18        +INFECTIOUS DISEASE                                       DC
19        +INTERDISCIPLINARY                                        DC
20        +INTERDISCIPLINARY CHILD                                  DC
21        +INTERDISCIPLINARY PARENT                                 DC
22        +MEDICINE                                                 DC
23        +MENTAL HEALTH                                            DC
24        +MISCELLANEOUS TITLES                                     DC
25        +NONVA CARE                                               DC
26        +SOCIAL WORK SERVICE                                      DC
```

```
27        +SUICIDE PREVENTION                                              DC
28        +VETERANS CHOICE PROGRAM/NON-VA CARE                             DC
29        +WOMEN'S HEALTH NOTES                                            DC
+      ?Help   >ScrollRight  PS/PL PrintScrn/List   +/-              >>>
    Expand/Collapse          Detailed Display/Edit     Items: Seq Mnem
MenuTxt
     Jump to Document Def     Status...                 Delete
     Boilerplate Text         Name/Owner/PrintName...   Copy/Move
Select Action: Next Screen// DET   Detailed Display/Edit
Select Entry: (16-29): 29

Detailed Display            Oct 03, 2019@13:52:35      Page:   1 of   3
                    Document Class WOMEN'S HEALTH NOTES

  Basics            Note: Values preceded by * have been inherited
         Name:   WOMEN'S HEALTH NOTES
 VHA Enterprise
 Standard Title:
  Abbreviation:
    Print Name:   WOMEN'S HEALTH NOTES
         Type:   DOCUMENT CLASS
          IFN:   1998
      National
      Standard:   NO
        Status:   ACTIVE
         Owner:   CLINICAL COORDINATOR
        In Use:   NO
 Suppress Visit
     Selection: * NO
+        ? Help       +, - Next, Previous Screen     PS/PL
    Basics                    Technical Fields        Find
    Items: Seq Mnem MenuTxt   Edit Upload             Quit
    (Boilerplate Text)        Try
Select Action: Next Screen// BAS   Basics


 Edit Abbreviation, Owner and Status only; Entry not Inactive
ABBREVIATION:
CLASS OWNER: CLINICAL COORDINATOR// CLINICAL COORDINATOR
STATUS: (A/I): ACTIVE// I   INACTIVE
 This will Inactivate ALL DESCENDANTS (except Shared Components).  Before
Inactivating, please note which Descendants are presently Inactive.  This will
help you know which Descendants NOT to reactivate later.
  Sure you want to Inactivate? NO// YES ...
 Entry and descendants Inactivated

Detailed Display            Oct 03, 2019@13:53:38      Page:   1 of   3
                    Document Class WOMEN'S HEALTH NOTES

  Basics            Note: Values preceded by * have been inherited
         Name:   WOMEN'S HEALTH NOTES
 VHA Enterprise
 Standard Title:
  Abbreviation:
    Print Name:   WOMEN'S HEALTH NOTES
         Type:   DOCUMENT CLASS
          IFN:   1998
      National
      Standard:   NO
        Status:   INACTIVE
         Owner:   CLINICAL COORDINATOR
        In Use:   NO
 Suppress Visit
     Selection: * NO
```

```
+        ? Help       +, - Next, Previous Screen      PS/PL
     Basics                    Technical Fields       Find
     Items: Seq Mnem MenuTxt   Edit Upload            Quit
     (Boilerplate Text)        Try
Select Action: Next Screen// BAS   Basics
NAME: WOMEN'S HEALTH NOTES  Replace NOTES With NOTES LOCAL
  Replace
   WOMEN'S HEALTH NOTES LOCAL
ABBREVIATION:
PRINT NAME: WOMEN'S HEALTH NOTES  Replace
TYPE: (CL/DC): DC//   DOCUMENT CLASS
CLASS OWNER: CLINICAL COORDINATOR// CLINICAL COORDINATOR
SUPPRESS VISIT SELECTION: NO//   NO
STATUS: (A/I): INACTIVE// A  ACTIVE Entry Activated.
```

Detailed Display   Oct 03, 2019@13:53:56   Page: 1 of   3
```
                 Document Class WOMEN'S HEALTH NOTES LOCAL


  Basics            Note: Values preceded by * have been inherited
          Name:   WOMEN'S HEALTH NOTES LOCAL
  VHA Enterprise
  Standard Title:
    Abbreviation:
     Print Name:   WOMEN'S HEALTH NOTES
           Type:   DOCUMENT CLASS
            IFN:   1998
       National
       Standard:   NO
         Status:   ACTIVE
          Owner:   CLINICAL COORDINATOR
         In Use:   NO
  Suppress Visit
      Selection:   NO
+        ? Help       +, - Next, Previous Screen      PS/PL
     Basics                    Technical Fields       Find
     Items: Seq Mnem MenuTxt   Edit Upload            Quit
     (Boilerplate Text)        Try
Select Action: Next Screen// Q   Quit
```

Edit Document Definitions   Oct 03, 2019@13:54:27   Page: 2 of   3
```
                            BASICS

+     Name                                                           Type
16      +COMMUNITY CARE                                              DC
17      +COMPENSATION                                                DC
18      +INFECTIOUS DISEASE                                          DC
19      +INTERDISCIPLINARY                                           DC
20      +INTERDISCIPLINARY CHILD                                     DC
21      +INTERDISCIPLINARY PARENT                                    DC
22      +MEDICINE                                                    DC
23      +MENTAL HEALTH                                               DC
24      +MISCELLANEOUS TITLES                                        DC
25      +NONVA CARE                                                  DC
26      +SOCIAL WORK SERVICE                                         DC
27      +SUICIDE PREVENTION                                          DC
28      +VETERANS CHOICE PROGRAM/NON-VA CARE                         DC
29      +WOMEN'S HEALTH NOTES LOCAL                                  DC
+       ?Help  >ScrollRight  PS/PL PrintScrn/List   +/-              >>>
     Expand/Collapse          Detailed Display/Edit    Items: Seq Mnem
MenuTxt
     Jump to Document Def    Status...                Delete
     Boilerplate Text        Name/Owner/PrintName...  Copy/Move
Select Action: Next Screen//
```

```
Activate Title
Edit Document Definitions      Oct 03, 2019@13:54:27      Page:    2 of    3
                               BASICS

+      Name                                                             Type
16       +COMMUNITY CARE                                                DC
17       +COMPENSATION                                                  DC
18       +INFECTIOUS DISEASE                                            DC
19       +INTERDISCIPLINARY                                             DC
20       +INTERDISCIPLINARY CHILD                                       DC
21       +INTERDISCIPLINARY PARENT                                      DC
22       +MEDICINE                                                      DC
23       +MENTAL HEALTH                                                 DC
24       +MISCELLANEOUS TITLES                                          DC
25       +NONVA CARE                                                    DC
26       +SOCIAL WORK SERVICE                                           DC
27       +SUICIDE PREVENTION                                            DC
28       +VETERANS CHOICE PROGRAM/NON-VA CARE                           DC
29       +WOMEN'S HEALTH NOTES LOCAL                                    DC
+        ?Help   >ScrollRight   PS/PL PrintScrn/List   +/-              >>>
     Expand/Collapse           Detailed Display/Edit    Items: Seq Mnem
MenuTxt
     Jump to Document Def       Status...                Delete
     Boilerplate Text           Name/Owner/PrintName...  Copy/Move
Select Action: Next Screen// EX   Expand/Collapse
Select Entry: (16-29): 29


Edit Document Definitions      Oct 03, 2019@13:54:49      Page:    3 of    3
                               BASICS

+      Name                                                             Type
29       WOMEN'S HEALTH NOTES LOCAL                                     DC
30         PREGNANCY OR LACTATION STATUS UPDATE                         TL
31         VA-MATERNITY CARE COORDINATION                               TL
32       +TBI/POLYTRAUMA DOCUMENTS                                      DC
33       +HOME TELEHEALTH NOTES                                         DC
34      +ADDENDUM                                                       DC
35      +DISCHARGE SUMMARY                                              CL
36       +CLINICAL PROCEDURES                                           CL
37       +LR LABORATORY REPORTS                                         CL
38       +SURGICAL REPORTS                                              CL




         ?Help   >ScrollRight   PS/PL PrintScrn/List   +/-              >>>
     Expand/Collapse           Detailed Display/Edit    Items: Seq Mnem
MenuTxt
     Jump to Document Def       Status...                Delete
     Boilerplate Text           Name/Owner/PrintName...  Copy/Move
Select Action: Quit// DET   Detailed Display/Edit
Select Entry: (29-38): 30


Detailed Display               Oct 03, 2019@13:55:29      Page:    1 of    3
              Title PREGNANCY OR LACTATION STATUS UPDATE


  Basics          Note: Values preceded by * have been inherited
         Name:    PREGNANCY OR LACTATION STATUS UPDATE
  VHA Enterprise
  Standard Title:   WOMENS HEALTH NOTE
    Abbreviation:
     Print Name:   PREGNANCY OR LACTATION STATUS UPDATE
```

```
             Type:   TITLE
              IFN:   258
         National
         Standard:   NO
           Status:   INACTIVE
            Owner:   CLINICAL COORDINATOR
           In Use:   NO
  Suppress Visit
       Selection: * NO
+        ? Help       +, - Next, Previous Screen      PS/PL
    Basics                     Technical Fields          Find
    Items: Seq Mnem MenuTxt    Edit Upload               Quit
    Boilerplate Text           Try
Select Action: Next Screen// BAS   Basics
NAME: PREGNANCY OR LACTATION STATUS UPDATE  Replace
ABBREVIATION:
PRINT NAME: PREGNANCY OR LACTATION STATUS UPDATE  Replace


EVERY Local Title must be mapped to a VHA Enterprise Standard Title.



Direct Mapping to Enterprise Standard Title...
Your LOCAL Title is: PREGNANCY OR LACTATION STATUS UPDATE

  NOTE: Only ACTIVE Titles may be selected...

     The LOCAL Title: PREGNANCY OR LACTATION STATUS UPDATE
       is already mapped to
VHA Enterprise Title: WOMENS HEALTH NOTE

Do you want to RE-MAP it? NO//
... OK, No Harm Done!

TYPE: (TL): TL//   TITLE
CLASS OWNER: CLINICAL COORDINATOR// CLINICAL COORDINATOR
SUPPRESS VISIT SELECTION: NO//    NO
STATUS: (A/I/T): INACTIVE// A  ACTIVE Entry Activated.
```

Detailed Display   Oct 03, 2019@13:55:41   Page: 1 of   3
```
                 Title PREGNANCY OR LACTATION STATUS UPDATE

  Basics           Note: Values preceded by * have been inherited
           Name:   PREGNANCY OR LACTATION STATUS UPDATE
  VHA Enterprise
  Standard Title:  WOMENS HEALTH NOTE
    Abbreviation:
     Print Name:   PREGNANCY OR LACTATION STATUS UPDATE
           Type:   TITLE
            IFN:   258
        National
        Standard:   NO
          Status:   ACTIVE
           Owner:   CLINICAL COORDINATOR
          In Use:   NO
  Suppress Visit
      Selection:   NO
+        ? Help       +, - Next, Previous Screen      PS/PL
    Basics                     Technical Fields          Find
    Items: Seq Mnem MenuTxt    Edit Upload               Quit
    Boilerplate Text           Try
Select Action: Next Screen// Q   Quit
```

Edit Document Definitions   Oct 03, 2019@13:57:08   Page: 3 of   3

```
                               BASICS

+      Name                                                          Type
29        WOMEN'S HEALTH NOTES LOCAL                                 DC
30          PREGNANCY OR LACTATION STATUS UPDATE                     TL
31          VA-MATERNITY CARE COORDINATION                          TL
32       +TBI/POLYTRAUMA DOCUMENTS                                   DC
33       +HOME TELEHEALTH NOTES                                      DC
34      +ADDENDUM                                                    DC
35      +DISCHARGE SUMMARY                                           CL
36      +CLINICAL PROCEDURES                                         CL
37      +LR LABORATORY REPORTS                                       CL
38      +SURGICAL REPORTS                                            CL




          ?Help   >ScrollRight   PS/PL PrintScrn/List   +/-              >>>
      Expand/Collapse          Detailed Display/Edit     Items: Seq Mnem
MenuTxt
      Jump to Document Def     Status...                 Delete
      Boilerplate Text         Name/Owner/PrintName...   Copy/Move
Select Action: Quit//    QUIT
```

Titles

None of the Progress Note titles should exist on the system, but if they do, sites will need to handle these titles appropriately.

If a site already has documents under a TITLE, they should do the following:

1. Create a new TITLE.
2. MOVE documents from the existing TITLE name to the new TITLE.
3. Delete the existing TITLE.
4. Install 31B. They may keep their existing documents under the new TITLE if they choose. Otherwise, continue…
5. Optional but recommended. MOVE documents from new TITLE they created back to the newly installed "old" TITLE. The DOCUMENT CLASS they're moving to/from MUST be in the SAME CLASS (usually PROGRESS NOTES). You can't move documents to a DIFFERENT CLASS, different DOCUMENT CLASS is ok.
6. Delete the new TITLE name.

Example from the TIU IRM MAINTENANCE MENU:

```
3       Create Document Definitions


Create Document Definitions     Sep 27, 2019@07:52:28      Page:    1 of    1
                               BASICS

+      Name                                                          Typ
e
2         PROGRESS NOTES                                             CL
3           SMART NOTES                                              DC
4             SMART BREAST IMAGING FOLLOW-UP                         TL
5             SMART PATIENT NOTIFICATION                             TL
6             SMART OUTSIDE BREAST IMAGE RESULTS                     TL
```

```
            ?Help   >ScrollRight   PS/PL
PrintScrn/List   +/-                    >>>
     (Class/DocumentClass)    Next Level                Detailed Display/Edit
     Title                    Restart                   Status...
     (Component)              Boilerplate Text          Delete
Select Action: Title// title   Title
 Enter the Name of a new SMART NOTES: SMART PATIENT NOTIFICATION TEMPORARY


1     Edit Document Definitions

Edit Document Definitions     Sep 27, 2019@07:55:06       Page:   4 of   5
                                BASICS

+      Name                                                              Typ
e
44        +SECURE MESSAGING DOCUMENTS                                    DC
45        +CPRS TEST                                                     DC
46         LEIF                                                          CL
47         LEIF TITLE                                                    CL
48        +WOMEN'S HEALTH NOTES                                          DC
49         SMART NOTES                                                   DC
50           SMART BREAST IMAGING FOLLOW-UP                              TL
51           SMART PATIENT NOTIFICATION                                  TL
52           SMART PATIENT NOTIFICATION TEMPORARY                        TL
53           SMART OUTSIDE BREAST IMAGE RESULTS                          TL
54      +ADDENDUM                                                        DC
55      +DISCHARGE SUMMARY                                               CL
56      +CLINICAL PROCEDURES                                             CL
57      +SURGICAL REPORTS                                                CL
+         ?Help   >ScrollRight   PS/PL
PrintScrn/List   +/-                    >>>
     Expand/Collapse            Detailed Display/Edit     Items: Seq Mnem
MenuTxt
     Jump to Document Def     Status...                  Delete
     Boilerplate Text         Name/Owner/PrintName...    Copy/Move
Select Action: Next Screen// copy   Copy/Move
Select Copy/Move Action:  (MT/MD/C/U): MT// MD  MOVE DOCUMENTS
WARNING: This action affects inheritance and can CHANGE DOCUMENT BEHAVIOR.  It
DISREGARDS ownership.  It may take awhile if the Title has many documents.
Please use caution and DON'T TOUCH entries you are not responsible for.

Press RETURN to continue or '^' or '^^' to exit:
Select Title whose documents you want to Move:  (44-57): 51

  Selecting target Title.  Enter '??' for a list of selectable ones.
  You may not select PRF Flag Titles or Titles outside the original Class.

Select TIU TITLE NAME to Move documents to: SMART PATIENT NOTIFICATION
TEMPORARY
       TITLE
      Std Title: WOMENS HEALTH NOTE

Moving documents from title
           SMART PATIENT NOTIFICATION
  to title  SMART PATIENT NOTIFICATION TEMPORARY.
```

```
   Are you sure? YES//

OLD Title inactivated.  Moving documents....
...done.  All documents Moved to Title SMART PATIENT NOTIFICATION TEMPORARY.
Parent Document Type updated as necessary for all documents.

If you want users to be able to enter more documents on the OLD TITLE,
please reactivate it.
```

Edit Document Definitions	Sep 27, 2019@07:59:36	Page:	4 of	5

```
                                 BASICS

+      Name                                                              Typ
e
44        +SECURE MESSAGING DOCUMENTS                                    DC
45        +CPRS TEST                                                     DC
46         LEIF                                                          CL
47         LEIF TITLE                                                    CL
48        +WOMEN'S HEALTH NOTES                                          DC
49         SMART NOTES                                                   DC
50           SMART BREAST IMAGING FOLLOW-UP                              TL
51           SMART PATIENT NOTIFICATION                                  TL
52           SMART PATIENT NOTIFICATION TEMPORARY                        TL
53           SMART OUTSIDE BREAST IMAGE RESULTS                          TL
54      +ADDENDUM                                                        DC
55      +DISCHARGE SUMMARY                                               CL
56      +CLINICAL PROCEDURES                                             CL
57      +SURGICAL REPORTS                                                CL
+        ?Help   >ScrollRight   PS/PL
PrintScrn/List   +/-                     >>>
     Expand/Collapse           Detailed Display/Edit     Items: Seq Mnem
MenuTxt
     Jump to Document Def      Status...                 Delete
     Boilerplate Text          Name/Owner/PrintName...   Copy/Move
Select Action: Next Screen// DEL
Processing Entry 51...
Entry 51 is not presently used by any documents.  If entry is deleted,
any items UNDER it will be Orphans.  I will delete entry as an item under its
parent AND as a Document Definition.  It will no longer exist. OK? NO// YES
... Entry 51 Deleted!
```

2.2.2 Create or Identify Quick Orders for Reminder Dialogs

CAC: Clinical Applications Coordinators (CACs) will perform this task.

Option: *Enter/edit quick orders* on the *Order Menu Management* menu on the *CPRS Configuration (Clin Coord)* menu.

During content installation, the CAC or reminders manager is prompted for the name of these quick orders so that the software can link the quick orders with the new high-risk medications and Mammogram Result Tracking reminder dialogs. While the content installation does not require the CAC or reminders manager to specify these quick orders, creating or identifying the quick orders before installation and specifying them during content installation will prevent you from having to manually link them to the reminder dialogs later. Without linking the quick orders to the reminder dialogs, providers will not be able to order a pregnancy test nor an emergency contraceptive while completing the new high-risk medications reminder dialogs or place orders from the reminder dialogs for breast treatment needs.

BREAST TREATMENT MENU	This Order menu is used throughout the Mammogram SMART Dialogs. Sites will need to determine the order dialog/menu/qo/order set for each Reminder Dialog Item. Site should select a dummy install Quick Orders that CACs can used to find the dialog items that should be updated
EMERGENCY CONTRACEPTIVE QUICK ORDER	Define a Quick Order for a clinic medication for emergency contraceptive
PREGNANCY TEST QUICK ORDER	Define a Quick Order for a laboratory test for pregnancy

2.2.3 Prepare for Clinical Reminder Mapping

CAC/Radiology ADPAC/Laboratory ADPAC: Clinical Applications Coordinators (CACs), the radiology ADPAC and the laboratory ADPAC will perform this task together.

During the post-installation section, you will need to map items that your site uses to new clinical reminder terms. These mappings are essential to the proper functioning of the Women's Health high risk medications and mammography results tracking functionality. This section will walk you through the steps to identify the items that you will map.

2.2.3.1 Identify Laboratory Tests

Option: *Inquiry to LAB TEST file* on the *Supervisor menu*, which is on the *Laboratory DHCP Menu*.

1. Using the Inquiry to LAB TEST file option, complete the Laboratory Tests table in Worksheet #1 at the end of this guide. In the TEST NAME column, enter the laboratory test name. In the SITE/SPECIMEN column, enter the SITE/SPECIMEN value(s), with one value per row. In the Patient is Pregnant column, record the value or range of values that denote the patient is pregnant for each SITE/SPECIMEN value. In the Patient is Not Pregnant column, record the value or range of values that denote the patient is not pregnant for each SITE/SPECIMENT value. You may add or remove rows from the table depending on how many tests your site uses to determine pregnancy and how many SITE/SPECIMEN values there are for each test.

2. Complete the Patient is Pregnant Condition Statements table in Worksheet #1. For each laboratory test listed in the Laboratory Tests table, use the value in the Patient is Pregnant column and the instructions in the Clinical Reminders Manager's Manual on how to populate the CONDITION STATEMENT cells. For the CASE SENSITIVE column, answer NO if the value representing the result is non-numeric (i.e., text within double quotes). For example, if the CONDITION STATEMNT is I V["POS", then put the word NO into the corresponding CASE SENSITIVE cell. Leave the CASE SENSITIVE cell blank if the value representing the result is numeric. For example, if the CONDITION STATEMENT is I V>5, then leave the corresponding CASE SENSITIVE cell blank.

2.2.3.2   Identify Radiology Procedures

Option: *Active Procedure List (Short)* on the *Procedure File Listings* menu, which is on the *Maintenance Files Print Menu*, which is on the *Supervisor Menu*, which is on the *Rad/Nuc Med Total System Menu*

1. Use the option *Active Procedure List (Short)* to generate a list of mammography, ultrasound and magnetic resonance imaging (MRI) procedures used at your site.

Example: Generating a list of imaging procedures

```
Select Procedure File Listings <TEST ACCOUNT> Option: Active Procedure List
(Short)



Select Imaging Type: All// MAMMOGRAPHY

Another one (Select/De-Select): ULTRASOUND

Another one (Select/De-Select): MAGNETIC RESONANCE IMAGING

Another one (Select/De-Select):

This report requires a 132 column output device.




DEVICE: HOME// QUEUE TO PRINT ON
DEVICE: HOME// SPOOL  SPOOLER

Requested Start Time: NOW//  (APR 27, 2017@14:34:54)
   Request Queued, Task #: 94180

Press RETURN to continue...
```
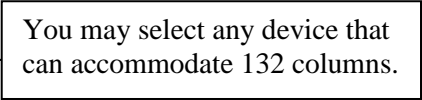
> You may select any device that can accommodate 132 columns.

2. The output from step #1 contains all active procedures regardless of their type. For the purposes of this step, you are only interested in parent procedures. Parent procedures are differentiated from the other procedure types by the listing of their descendant detailed or series procedures. For example, the following procedure is a parent procedure:

```
-----------------------------------------------------------------------------

      P/D SCREEN MAMMOGRAM, BILAT

      Type of Imaging  :  MAMMOGRAPHY
      Descendents      :  MM BILAT SCR BREASTS W CAD
                        + BILAT SCR BREASTS TOMO

-----------------------------------------------------------------------------
```

When reviewing the procedures whose type of imaging is either ultrasound or MRI, you are only interested in those procedures that are related to breast imaging.

Complete the Radiology Parent Procedures table in Worksheet #2 at the end of this guide using the list of imaging procedures generated in step #1. In the PARENT PROCEDURE NAME column, enter the name of the parent procedure. In the CPT CODES column, enter the CPT code associated with each of the descendent procedures. You may add or remove rows as needed

depending on the number of parent procedures used at your site. Leave the TAXONOMY NAME column blank; you will populate this column when you complete the post-install tasks.

3. For the purposes of this step, you are only interested in non-biopsy detailed and series procedures.

   When reviewing the procedures whose type of imaging is either ultrasound or MRI, you are only interested in those procedures that are related to breast imaging.

   Complete the Radiology Detailed and Series Procedures table in Worksheet #2 at the end of this guide using the list of imaging procedures generated in step #1. In the PROCEDURE NAME column, enter the name of the detailed or series procedure.

   !!IMPORTANT!! Do not include parent procedures in this table. Do not include biopsy procedures in this table.

2.2.4   Determine Users of New Reminders

CAC/Women's Health Office/Primary Care: Clinical Applications Coordinators (CACs) in consultation with the Women's Health office and Primary Care should perform this task

There are two new clinical reminders with this release of CPRS: Pregnancy/Intentions/Contraception and Update Lactation Status. These reminders provide one way to document a patient's pregnancy and breastfeeding statuses (the other way is through the Women's Health panel on the Cover Sheet tab). Before users can use either reminder and their associated dialog, sites must add the clinical reminders to the appropriate users' Reminder Cover Sheet List. The Reminder Cover Sheet List can be set for specific users, classes of users, specific locations, specific services, entire divisions or the complete VistA system.

Create a list of users and/or classes of users and/or specific locations and/or specific services and/or divisions that should have access to the new reminders.

During the post-installation tasks, you are given instructions on how to modify the Reminder Cover Sheet List to add these new reminders.

2.2.5   Write the TIU Ancillary Data Message Text

CAC/HIMS/Women's Health Office: CAC personnel will perform after consulting with Health Information Management Service (HIMS) and the site's Women's Health Office. After the HIMS/Women's Health Office decide on the message, the CAC will have the access to enter the information in the parameter.

The TIU ANCILLARY DATA MESSAGE is a new CPRS v31b parameter. The text stored in this parameter is shown to the user of the Text Integration Utilities (TIU) software package when a document is retracted or reassigned and that document has pregnancy or lactation status data associated with it. This message will appear in both the CPRS GUI and in the roll and scroll TIU options.

When users receive this message, a chart review is necessary to ensure that the status data in the Women's Health software package is accurate. This message text should include instructions to the user on how to initiate that chart review. You will need to contact your site's Women's Health office to identify an email address and/or phone number that users will use to initiate that chart review. Keep in mind that the message text is limited to 79 characters in length.

During the post-installation tasks, you are given instructions on how to set this parameter.

2.2.6 Review Cover Sheet Customization

ITOPS/CAC: This step is performed by the site's local/regional OI&T support and the Clinical Applications Coordinators (CACs).

The CPRS Cover Sheet is customizable for specific users, specific divisions at a site or everyone on the VistA system. There is a new Women's Health panel with this release of CPRS. This panel is added to the default Cover Sheet configuration automatically when CPRS v31b is installed, but it is NOT added to any customized Cover Sheet configurations.

Sites should review all customized Cover Sheet configurations and decide if the new Women's Health panel should be added to those configurations.

ITOPS personnel should execute the List Values for a Selected Parameter [XPAR LIST BY PARAM] option to display the customized Cover Sheet configurations. Then, capture that display and send it to the site's CACs for review.

Example of executing the List Values for a Selected Parameter option

```
Select Core Applications <TEST ACCOUNT> Option: CPRS Manager Menu


   CL      Clinician Menu ...
   NM      Nurse Menu ...
   WC      Ward Clerk Menu ...
   PE      CPRS Configuration (Clin Coord) ...
   IR      CPRS Configuration (IRM) ...

Select CPRS Manager Menu <TEST ACCOUNT> Option: IR  CPRS Configuration (IRM)


   OC      Order Check Expert System Main Menu ...
   TI      ORMTIME Main Menu ...
   UT      CPRS Clean-up Utilities ...
   XX      General Parameter Tools ...
   DBG     RPC DEBUG REPORT
   HD      HealtheVet Desktop Configuration ...
   RD      Remote Data Order Checking Parameters

Select CPRS Configuration (IRM) <TEST ACCOUNT> Option: XX  General Parameter
Tools


   LV      List Values for a Selected Parameter
   LE      List Values for a Selected Entity
   LP      List Values for a Selected Package
   LT      List Values for a Selected Template
   EP      Edit Parameter Values
   ET      Edit Parameter Values with Template
   EK      Edit Parameter Definition Keyword

Select General Parameter Tools <TEST ACCOUNT> Option: LV  List Values for a
Selected Parameter
Select PARAMETER DEFINITION NAME: ORWCV1 COVERSHEET LIST     List of coversheet
reports

Values for ORWCV1 COVERSHEET LIST
```

```
Parameter                      Instance           Value
--------------------------------------------------------------------
PKG: ORDER ENTRY/RESULTS REPOR 1                   ORCV ACTIVE PROBLEMS
PKG: ORDER ENTRY/RESULTS REPOR 2                   ORCV ALLERGIES
PKG: ORDER ENTRY/RESULTS REPOR 3                   ORCV POSTINGS
PKG: ORDER ENTRY/RESULTS REPOR 4                   ORCV ACTIVE MEDICATIONS
PKG: ORDER ENTRY/RESULTS REPOR 5                   ORCV CLINICAL REMINDERS
PKG: ORDER ENTRY/RESULTS REPOR 6                   ORCV RECENT LAB RESULTS
PKG: ORDER ENTRY/RESULTS REPOR 7                   ORCV VITALS
PKG: ORDER ENTRY/RESULTS REPOR 8                   ORCV APPOINTMENTS
USR: PROVIDER,ONE              1                    ORCV ALLERGIES
USR: PROVIDER,ONE              2                    ORCV ACTIVE MEDICATIONS
USR: PROVIDER,ONE              3                    ORCV CLINICAL REMINDERS
USR: PROVIDER,ONE              4                    ORCV VITALS


Type <Enter> to continue or '^' to exit:



   LV      List Values for a Selected Parameter
   LE      List Values for a Selected Entity
   LP      List Values for a Selected Package
   LT      List Values for a Selected Template
   EP      Edit Parameter Values
   ET      Edit Parameter Values with Template
   EK      Edit Parameter Definition Keyword

Select General Parameter Tools <TEST ACCOUNT> Option:
```

When reviewing the display, the following information is helpful:
- Entries that begin with PKG: represent the default Cover Sheet configuration and should be ignored.
- Panels on the Cover Sheet tab are displayed in a left-to-right, top-to-bottom fashion on the Cover Sheet tab. The Instance value determines the order of appearance. An instance value of 1 signifies this panel as the first panel, a value of 2 signifies the next panel to appear to the right of panel #1, and so on.

Record the customized Cover Sheet configurations that need the new Women's Health panel in Worksheet #3 at the end of this document using the following instructions:
1. In the USER/DIVISION/SYSTEM column, copy the value from the display output's Parameter column. For example, after reviewing the display output above, you determine that ONE PROVIDER needs the new panel on his customized Cover Sheet, so you put "USR: PROVIDER,ONE" in the USER/DIVISION/SYSTEM column in Worksheet #3.
2. You have two options for where on the Cover Sheet tab to add the new panel.
   a. Option #1: In the lower-right corner of the Cover Sheet tab. In the SEQUENCE column in Worksheet #3, enter a whole number that does not already appear in the display output's Instance column. This number should be greater than all the other values in the Instance column. Continuing the example for ONE PROVIDER, since 5 does not appear in the display output's Instance column and 5 is greater than 1, 2, 3 and 4 for ONE PROVIDER, record 5 in the SEQUENCE column in Worksheet #3.
   b. Option #2: Somewhere other than the lower-right corner of the Cover Sheet tab. You will need to renumber all the panels to the right of and below the panel after which the Women's Health panel should appear. In the SEQUENCE column in Worksheet #3, first record the Instance value of the panel that resides in the spot where you want to place the new panel. Then, copy that panel and the remaining list of panels into the SEQUENCE column and increase each panel's Instance value by one. Continuing the example for ONE PROVIDER, the Women's Health panel should appear before the ORCV ACTIVE

MEDICATIONS panel, so you will need to renumber the ORCV ACTIVE MEDICATIONS, ORCV CLINICAL REMINDERS and ORCV VITALS panels. Record "2; 3 ORCV MEDICATIONS; 4 ORCV CLINICAL REMINDRS; 5 ORCV VITALS" in the SEQUENCE column in Worksheet #3.

2.2.7   Register CPRS If Necessary

Note: You may not need to do this step if your site does not use COM objects or if CPRS is already registered on the workstations.

Client Technologies: The Client Technologies group should perform this task.

If your site uses COM objects, you may need to register CPRS on the workstations on which CPRS is used at your site. During testing, several sites reported that they have experienced some issues running CPRS if they use COM objects. Registering CPRS on individual workstations has resolved these issues. CPRS may need to be registered on workstations even if CPRS is launched from a server.

Sites only need to do this if:

- Your site uses COM objects
- CPRS is not already registered on the workstation (This is more prevalent on newer machines but can be on older ones as well.)

Note: Administrative Privileges are required to register CPRS.

Registering CPRS as a COM object can be done from the command line or from putting a parameter in the desktop icon's properties.

Registering from the command line:

1. At the command line, type cprschart.exe -regserver and press <Enter>.

Registering from the desktop icon:

1. Create a new CPRS shortcut.
2. Open the CPRS shortcut properties dialog.
3. In the target field, enter the following parameter to register CPRS (where *path* represents where the executable is located, see example below): .*path*\\CPRSChart.exe -REGSERVER
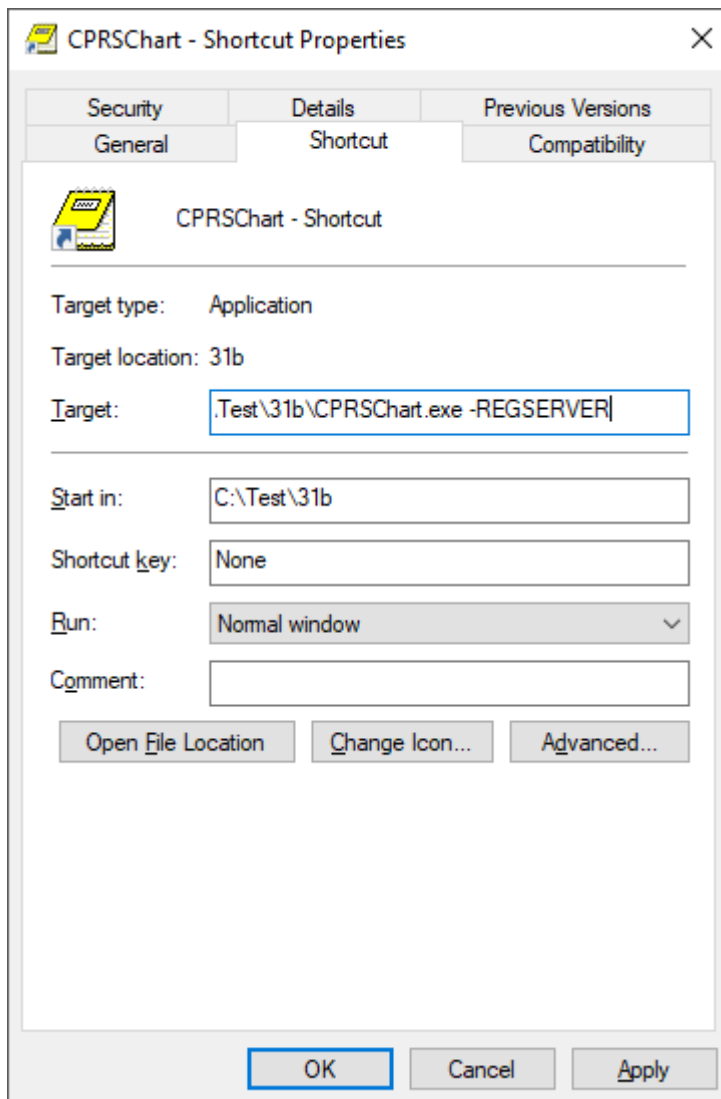
4. Run the application from the icon.
5. When CPRS has been registered, delete the new icon you created.

2.2.8   Confirm VistA FileMan Permission

CAC/ITOPS: This step is performed by the site's CAC and/or the site's assigned ITOPS VistA installer

The person responsible for completing section 3.2 Link Reminder Terms to Women's Health Procedure Type Entries must have FileMan read/write access to the WV PROCEDURE TYPE file (#790.2). This person may be the site's CAC, it may be the site's ADPAC for Women's Health (if the site is actively using the Women's Health package) or it may be the assigned ITOPS VistA patch installer. All sites must identify who will complete section 3.2 in the post-install and verify that person can edit entries in the WV PROCEDURE TYPE file. If you cannot identify such a person, enter a Service Now ticket requesting the appropriate access.

3 Post-Installation Tasks

3.1 Install Reminder Content

Clinical Reminders Manager: This step is performed by the site's Clinical Reminders Manager.

The following two exchange file entries need to be installed:

- PXRM*2.0*45 HI RISK MEDS CONTENT
- PXRM*2.0*45 SMART CONTENT

> **Note:** It is imperative that you wait for the post-install TaskMan jobs to complete before beginning work on this section. Specifically, have your installer verify that the following tasks have successfully completed before continuing:
> - Update to Dietetic Quick Orders
> - Update to Outpatient Meds Quick Orders
> - Update to Radiology Quick Orders

The task number for each of the above tasks is displayed during the installation of the CPRS V31B Required bundle of patches.

3.1.1 Install Women's Health High Risk Medications Content

1. Search for the text PXRM*2.0*45 HI RISK MEDS then locate an entry titled PXRM*2.0*45 HI RISK MEDS CONTENT in reminder exchange.

```
+Item  Entry                        Source                Date Packed
   28  PXRM*2.0*45 HI RISK MEDS     CPRSPRO@CAMP MASTER   01/23/2020@09:44
       CONTENT
   29  PXRM*2.0*45 SMART CONTENT    CPRSPRO@CAMP MASTER   02/04/2020@07:14
   30  PXRM*2.0*45 UPDATES          CPRSPRO@CAMP MASTER   11/14/2018@14:39
   31  PXRM*2.0*57  VA-ADVANCE      CPRSNUR@MC ACCOUNT    12/22/2014@10:26
       DIRECTIVE NOTIFICATION AND
       SCREENING (D)
   32  PXRM*2.0*61 IRAQ UPDATES     PXRMMGR@PRODSYST      08/10/2015@04:50
   33  PXRM*2.0*61 TAXONOMY UPDATES CPRSNUR@MC ACCOUNT    08/20/2015@14:01
       INC 2
+        + Next Screen   - Prev Screen   ?? More Actions                  >>>
CFE  Create Exchange File Entry      LHF  Load Host File
CHF  Create Host File                LMM  Load MailMan Message
CMM  Create MailMan Message          LR   List Reminder Definitions
DFE  Delete Exchange File Entry      LWH  Load Web Host File
IFE  Install Exchange File Entry     RI   Reminder Definition Inquiry
IH   Installation History            RP   Repack
Select Action: Next Screen// IFE   Install Exchange File Entry
Enter a list or range of numbers (1-303): 28
```

2. At the **Select Action:** prompt, enter **IFE** for Install Exchange File Entry.
3. Enter the number that corresponds with your entry **PXRM*2.0*45 HI RISK MEDS CONTENT** (in this example, it is entry 28). It will vary by site. Make sure you select the exchange entry dated 01/23/2020@09:44.

```
     Component                                          Category      Exists
 Source:        CPRSPROVIDER,ONE at CAMP MASTER
 Date Packed: 01/23/2020@09:44:28
 Package Version: 2.0P45

 Description:
 The following Clinical Reminder items were selected for packing:
 REMINDER ORDER CHECK ITEMS GROUP
   VA-WH HIRISK IMAGING PROCEDURES (MRI) GROUP
   VA-WH HIRISK IMAGING PROCEDURES (NON MRI) GROUP
   VA-WH HIRISK MEDICATIONS (MOD/HIGH RISK DURING PREGNANCY) GROUP
   VA-WH HIRISK MEDICATIONS (EXTREME RISK) GROUP
   VA-WH HIRISK MEDICATIONS (LACTATION LEVEL 1) GROUP
   VA-WH HIRISK MEDICATIONS (LACTATION LEVEL 2) GROUP
   VA-WH HIRISK MEDICATIONS (MODERATE/HIGH RISK) GROUP
   VA-WH HIRISK CONTRACEPTIVES GROUP
   VA-WH HIRISK IMAGING AGENTS GROUP
 +          Enter ?? for more actions                                    >>>
 IA   Install all Components          IS    Install Selected Component
 Select Action: Next Screen// IA
```

4. At the Select Action prompt, enter **IA** for Install All Components.

The general rules for installation are as follows:

1. If a component does not exist (it is NEW), select the Install action.
2. If a component does exist (it is DIFFERENT), select the Overwrite the current entry action.

At this point, the dialog installations begin.

You are prompted to install the FIRST reminder dialog:

```
Packed reminder dialog: VA-WH UPDATE LACTATION STATUS

 Item  Seq. Dialog Findings                                   Type     Exists
    1      VA-WH UPDATE LACTATION STATUS                      dialog

    2    2 VA-WH TD LACTATION DOCUMENTATION NEEDED*            group
            Finding: *NONE*
    3    2.5 VA-WH TD LACTATION STATUS ACTION PROMPT*          group
            Finding: *NONE*
    4    2.5.5 VA-WH TD LACTATION STATUS EDIT RECORD*          group
            Finding: WH-TD LACTATION EDIT RECORD (REMINDER GENERAL      X
            FINDING)
            Add. Finding: WH-LACTATION DATA SOURCE (REMINDER GENERAL    X
            FINDING)
    5    2.5.5.5 VA-WH TD LACTATION STATUS EDIT                group
            Finding: *NONE*
    6    2.5.5.5.1 VA-WH TD LACTATION STATUS YES               group
            Finding: PATIENT IS LACTATING (REMINDER GENERAL FINDING)    X
+          + Next Screen   - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text        IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage       QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// IA
```

5. At the **Select Action:** prompt, enter **IA** for Install All; this will install the dialog VA-WH UPDATE LACTATION STATUS.
6. At the Install reminder dialog and all components with no further changes: Y// prompt, enter Yes
7. At the Reminder Dialog VA-WH UPDATE LACTATION STATUS is not linked to a reminder. Select Reminder to Link: VA-WH UDPATE LACTATION STATUS// prompt, press the ENTER key to accept the default value.

```
Packed reminder dialog: VA-WH UPDATE LACTATION STATUS
VA-WH UPDATE LACTATION STATUS (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                                      Type      Exists
    1      VA-WH UPDATE LACTATION STATUS                         dialog      X

    2    2 VA-WH TD LACTATION DOCUMENTATION NEEDED*              group       X
            Finding: *NONE*
    3    2.5 VA-WH TD LACTATION STATUS ACTION PROMPT*            group       X
            Finding: *NONE*
    4    2.5.5 VA-WH TD LACTATION STATUS EDIT RECORD*            group       X
            Finding: WH-TD LACTATION EDIT RECORD (REMINDER GENERAL         X
            FINDING)
            Add. Finding: WH-LACTATION DATA SOURCE (REMINDER GENERAL       X
            FINDING)
    5    2.5.5.5 VA-WH TD LACTATION STATUS EDIT                 group       X
            Finding: *NONE*
    6    2.5.5.5.1 VA-WH TD LACTATION STATUS YES               group       X
            Finding: PATIENT IS LACTATING (REMINDER GENERAL FINDING)       X
+          + Next Screen   - Prev Screen   ?? More Actions
DD   Dialog Details       DT   Dialog Text        IS   Install Selected
DF   Dialog Findings      DU   Dialog Usage       QU   Quit
DS   Dialog Summary       IA   Install All
Select Action: Next Screen// QU
```

8. After the dialog installation completes, you are returned to the Dialog Components screen; at the **Select Action:** prompt, enter **QU** for Quit.

You are prompted to install the SECOND reminder dialog:

```
Packed reminder dialog: VA-WH UPDATE PREGNANCY STATUS


 Item  Seq. Dialog Findings                                   Type    Exists
   1      VA-WH UPDATE PREGNANCY STATUS                        dialog

   2    2 VA-WH TD PREGNANCY DOCUMENTATION NEEDED*             group
             Finding: *NONE*
   3    2.2 VA-WH TD PREGNANCY CONTRA RESOURCES                element
             Finding: *NONE*
   4    2.5 VA-WH TD PREGNANCY STATUS ACTION PROMPT*           group
             Finding: *NONE*
   5    2.5.5 VA-WH TD PREGNANCY STATUS EDIT RECORD*           group
             Finding: WH-TD PREGNANCY EDIT RECORD (REMINDER GENERAL      X
             FINDING)
             Add. Finding: WH-PREGNANCY DATA SOURCE (REMINDER GENERAL    X
             FINDING)
   6    2.5.5.5 VA-WH TD PREGNANCY ENDED HISTORICAL            group
             Finding: *NONE*
+          + Next Screen    - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text         IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage        QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// IA
```

9. At the **Select Action:** prompt, enter **IA** for Install All; this will install the dialog VA-WH UPDATE PREGNANCY STATUS.
10. At the Install reminder dialog and all components with no further changes: Y// prompt, enter Yes
11. At the Reminder Dialog VA-WH UPDATE PREGNANCY STATUS is not linked to a reminder. Select Reminder to Link: VA-WH UDPATE PREGNANCY STATUS// prompt, press the ENTER key to accept the default value.

You are prompted for how you want to handle the first non-existent finding Q.EMERGENCY CONTRACEPTIVE QUICK ORDER.

12. At the **Enter response:** prompt, enter **P** for Replace with an existing entry.
13. At the **Select ORDER DIALOG NAME:** prompt, enter the name of the emergency contraceptive quick order you identified or created in section 2.2.2.

You are prompted for how you want to handle the second non-existent finding Q.PREGNANCY TEST QUICK ORDER.

14. At the **Enter response:** prompt, enter **P** for Replace with an existing entry.
15. At the **Select ORDER DIALOG NAME:** prompt, enter the name of the pregnancy test quick order you identified or created in section 2.2.2.

```
Packed reminder dialog: VA-WH UPDATE PREGNANCY STATUS
VA-WH UPDATE PREGNANCY STATUS (reminder dialog) installed from exchange file.
 Item   Seq. Dialog Findings                                    Type      Exists
    1      VA-WH UPDATE PREGNANCY STATUS                        dialog      X

    2    2 VA-WH TD PREGNANCY DOCUMENTATION NEEDED*              group       X
            Finding: *NONE*
    3    2.2 VA-WH TD PREGNANCY CONTRA RESOURCES                element     X
            Finding: *NONE*
    4    2.5 VA-WH TD PREGNANCY STATUS ACTION PROMPT*            group       X
            Finding: *NONE*
    5    2.5.5 VA-WH TD PREGNANCY STATUS EDIT RECORD*            group       X
            Finding: WH-TD PREGNANCY EDIT RECORD (REMINDER GENERAL          X
            FINDING)
            Add. Finding: WH-PREGNANCY DATA SOURCE (REMINDER GENERAL       X
            FINDING)
    6    2.5.5.5 VA-WH TD PREGNANCY ENDED HISTORICAL             group       X
            Finding: *NONE*
+          + Next Screen    - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text        IS    Install Selected
DF   Dialog Findings     DU   Dialog Usage       QU    Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// QU
```

16. After the dialog installation completes, you are returned to the Dialog Components screen; at the **Select Action:** prompt, enter **QU** to quit.

You are prompted to install the THIRD reminder dialog:

```
Packed reminder dialog: PXRM PATCH 45 TIU/HS OBJECTS


 Item  Seq. Dialog Findings                                    Type     Exists
   1       PXRM PATCH 45 TIU/HS OBJECTS                         element
           Finding: *NONE*
















           + Next Screen    - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text        IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage       OU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Quit// IA
```

17. At the **Select Action:** prompt, enter **IA** for Install All; this will install the dialog PXRM PATCH 45 TIU/HS OBJECTS.
18. At the **Install reminder dialog and all components with no further changes: Y//** prompt, enter **Yes**

```
Packed reminder dialog: PXRM PATCH 45 TIU/HS OBJECTS
PXRM PATCH 45 TIU/HS OBJECTS (element) installed from exchange file.
 Item  Seq. Dialog Findings                                Type      Exists
   1     PXRM PATCH 45 TIU/HS OBJECTS                      element     X
            Finding: *NONE*








             + Next Screen    - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text        IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage       QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Quit// QU
```

19. After the dialog installation completes, you are returned to the Dialog Components screen; at the **Select Action:** prompt, enter **QU** for Quit.

You are then returned to the Exchange File Components screen.

```
       Component                                    Category    Exists
Source:      CPRSPROVIDER,ONE at CAMP MASTER
Date Packed: 01/23/2020@09:44:28
Package Version: 2.0P45

Description:
The following Clinical Reminder items were selected for packing:
REMINDER ORDER CHECK ITEMS GROUP
  VA-WH HIRISK IMAGING PROCEDURES (MRI) GROUP
  VA-WH HIRISK IMAGING PROCEDURES (NON MRI) GROUP
  VA-WH HIRISK MEDICATIONS (MOD/HIGH RISK DURING PREGNANCY) GROUP
  VA-WH HIRISK MEDICATIONS (EXTREME RISK) GROUP
  VA-WH HIRISK MEDICATIONS (LACTATION LEVEL 1) GROUP
  VA-WH HIRISK MEDICATIONS (LACTATION LEVEL 2) GROUP
  VA-WH HIRISK MEDICATIONS (MODERATE/HIGH RISK) GROUP
  VA-WH HIRISK CONTRACEPTIVES GROUP
  VA-WH HIRISK IMAGING AGENTS GROUP
+          Enter ?? for more actions                            >>>
IA   Install all Components          IS   Install Selected Component
Select Action: Next Screen// Q
```

20. At the **Select Action:** prompt, enter **Q** for Quit.

Installation of the Women's Health High Risk Medications reminder content is now complete.

3.1.2   Install Women's Health Mammography Tracking Content

1. Search and locate an entry titled PXRM*2.0*45 SMART CONTENT in reminder exchange.

```
+Item   Entry                          Source                  Date Packed
   28   PXRM*2.0*45 HI RISK MEDS       CPRSPRO@CAMP MASTER     01/23/2020@09:44
        CONTENT
   29   PXRM*2.0*45 SMART CONTENT      CPRSPRO@CAMP MASTER     02/04/2020@07:14
   30   PXRM*2.0*45 UPDATES            CPRSPRO@CAMP MASTER     11/14/2018@14:39
   31   PXRM*2.0*57  VA-ADVANCE        CPRSNUR@MC ACCOUNT      12/22/2014@10:26
        DIRECTIVE NOTIFICATION AND
        SCREENING (D)
   32   PXRM*2.0*61 IRAQ UPDATES       PXRMMGR@PRODSYST        08/10/2015@04:50
   33   PXRM*2.0*61 TAXONOMY UPDATES   CPRSNUR@MC ACCOUNT      08/20/2015@14:01
        INC 2
+           + Next Screen   - Prev Screen   ?? More Actions                >>>
CFE   Create Exchange File Entry        LHF   Load Host File
CHF   Create Host File                  LMM   Load MailMan Message
CMM   Create MailMan Message            LR    List Reminder Definitions
DFE   Delete Exchange File Entry        LWH   Load Web Host File
IFE   Install Exchange File Entry       RI    Reminder Definition Inquiry
IH    Installation History              RP    Repack
Select Action: Next Screen// IFE   Install Exchange File Entry
Enter a list or range of numbers (1-303): 29
```

2. At the **Select Action:** prompt, enter **IFE** for Install Exchange File Entry.
    Note: You may receive multiple warnings that there are multiple RAD/NUC MED PROCEDURES and ORDERABLE ITEMS with the same name. You may safely ignore these warnings.

3. Enter the number that corresponds with your entry **PXRM*2.0*45 SMART CONTENT** (in this example, it is entry 29). It will vary by site. Make sure you select the exchange entry dated 02/04/2020@07:14.

```
          Component                                   Category    Exists
Source:       CPRSPROVIDER,ONE at CAMP MASTER
Date Packed: 02/04/2020@07:14:41
Package Version: 2.0P45

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-WH MAMMOGRAM SCREENING
  VA-WH SMART BR OUTSIDE REPORT
  VA-WH SMART BREAST IMAGING FOLLOW-UP
  VA-WH SMART PT NOTIFICATION

REMINDER LIST RULE
  VA-WH RS ORDERS PENDING GREATER 60 DAYS
  VA-WH RS MAMMOGRAM DUE
  VA-WH RS PATIENTS WITHOUT A NOTIFICATION
+           Enter ?? for more actions                                    >>>
IA    Install all Components            IS    Install Selected Component
Select Action: Next Screen// IA
```

4. At the Select Action prompt, enter **IA** for Install All Components.

The general rules for installation are as follows:

1. If a component does not exist (it is NEW), select the Install action.

2. If a component does exist (it is DIFFERENT), select the Overwrite the current entry action.

3. For the following reminder taxonomies, select the Skip, do not install this entry action:

    a. VA-MASTECTOMY

    b. VA-BREAST TUMOR

    c. VA-MAMMOGRAM/SCREEN

    d. VA-WH BILATERAL MASTECTOMY

    e. VA-TERMINAL CANCER PATIENTS

4. For the following reminder terms, select the Skip, do not install this entry action:

    a. VA-WH MAMMOGRAM ORDER

    b. VA-BL AGE>74

    c. VA-WH BR CA 40-49 WANTS SCREENING

    d. VA-WH BILATERAL MASTECTOMY

    e. VA-TERMINAL CANCER PATIENT

    f. VA-WH MAMMOGRAM SCREEN IN WH PKG

    g. VA-WH MAMMOGRAM SCREEN IN RAD PKG

    h. VA-WH MAMMOGRAM SCREEN DONE

    i. VA-WH BREAST CARE ORDER HEALTH FACTOR

    j. VA-WH MAMMOGRAM SCREEN NOT INDICATED

    k. VA-WH MAMMOGRAM SCREEN DEFER

    l. VA-WH MAMMOGRAM UNSATISFACTORY IN RAD/WH PKG

    m. VA-WH MAMMOGRAM SCREEN FREQ - 4M

    n. VA-WH MAMMOGRAM SCREEN FREQ - 6M

    o. VA-WH MAMMOGRAM SCREEN FREQ - 1Y

    p. VA-WH MAMMOGRAM SCREEN FREQ - 2Y

    q. VA-WH HX BREAST CANCER/ABNORMAL MAM

    r. VA-WH MAMMOGRAM ORDER

    s. VA-WH BR CA 40-44 BEGIN AGE 45

At this point, the dialog installations begin.

You are prompted to install the FIRST reminder dialog:

```
Packed reminder dialog: VA-WH SMART PT NOTIFICATION [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                    Type      Exists
   1     VA-WH SMART PT NOTIFICATION                           dialog

   2   5 VA-WH GP PROCEDURE NO NOTIFICATION*                   group
           Finding: BREAST PROCEDURES WITH NO NOTIFICATIONS (REMINDER    X
           GENERAL FINDING)
   3   5.5 VA-WH NO NOTIFICATION                               element
           Finding: MAMMOGRAM TEST (REMINDER GENERAL FINDING)            X
           Add. Finding: BREAST CARE CASCADE NAME (REMINDER GENERAL      X
           FINDING)
   4   PXRM GF VIEW BUTTON                                     prompt
   5   5.10 VA-WH BR EPISODE OF CARE                           element
           Finding: VIEW EPISODE (REMINDER GENERAL FINDING)              X
   6   PXRM GF VIEW BUTTON                                     prompt
   7   5.12 VA-WH BR LAST 3 TRMTS                              element
           Finding: VIEW LAST THREE BR TRMTS (REMINDER GENERAL FINDING)  X
+          + Next Screen   - Prev Screen   ?? More Actions
DD   Dialog Details      DT  Dialog Text        IS   Install Selected
DF   Dialog Findings     DU  Dialog Usage       QU   Quit
DS   Dialog Summary      IA  Install All
Select Action: Next Screen// IA
```

5. At the **Select Action:** prompt, enter **IA** for Install All; this will install the dialog VA-WH SMART PT NOTIFICATION.
6. At the **Install reminder dialog and all components with no further changes: Y//** prompt, enter **Yes**

```
Packed reminder dialog: VA-WH SMART PT NOTIFICATION [NATIONAL DIALOG]
VA-WH SMART PT NOTIFICATION (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                                    Type     Exists
   1      VA-WH SMART PT NOTIFICATION                         dialog      X

   2    5 VA-WH GP PROCEDURE NO NOTIFICATION*                  group      X
           Finding: BREAST PROCEDURES WITH NO NOTIFICATIONS (REMINDER     X
           GENERAL FINDING)
   3    5.5 VA-WH NO NOTIFICATION                             element     X
           Finding: MAMMOGRAM TEST (REMINDER GENERAL FINDING)             X
           Add. Finding: BREAST CARE CASCADE NAME (REMINDER GENERAL       X
           FINDING)
   4    PXRM GF VIEW BUTTON                                    prompt     X
   5    5.10 VA-WH BR EPISODE OF CARE                         element     X
           Finding: VIEW EPISODE (REMINDER GENERAL FINDING)               X
   6    PXRM GF VIEW BUTTON                                    prompt     X
   7    5.12 VA-WH BR LAST 3 TRMTS                            element     X
           Finding: VIEW LAST THREE BR TRMTS (REMINDER GENERAL FINDING)   X
+          + Next Screen   - Prev Screen    ?? More Actions
DD   Dialog Details      DT   Dialog Text       IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage      QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// QU
```

7. After the dialog installation completes, you are returned to the Dialog Components screen; at the **Select Action:** prompt, enter **QU** to quit.

You are prompted to install the SECOND reminder dialog:

```
Packed reminder dialog: VA-WH SMART BREAST IMAGING FOLLOW-UP [NATIONAL DIALOG]


 Item  Seq. Dialog Findings                                   Type    Exists
    1      VA-WH SMART BREAST IMAGING FOLLOW-UP               dialog

    2    10 VA-WH GP BR OPEN PROCEDURES*                       group
            Finding: *NONE*
    3    10.10 VA-WH BR NO OPEN PROCEDURES*                   element
            Finding: *NONE*
    4    10.15 VA-WH BR EPISODE OF CARE                       element    X
            Finding: VIEW EPISODE (REMINDER GENERAL FINDING)             X
    5    10.20 VA-WH BR LAST 3 TRMTS                          element    X
            Finding: VIEW LAST THREE BR TRMTS (REMINDER GENERAL FINDING) X
    6    10.22 VA-WH BIRAD DEFINITIONS                        element    X
            Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING)  X
    7    10.25 VA-WH BLANK LINE                               element    X
            Finding: *NONE*
    8    10.30 VA-WH GP BR BI-RAD SELECTOR                     group
+            + Next Screen    - Prev Screen    ?? More Actions
DD   Dialog Details       DT   Dialog Text         IS    Install Selected
DF   Dialog Findings      DU   Dialog Usage        QU    Quit
DS   Dialog Summary       IA   Install All
Select Action: Next Screen// IA
```

8. At the **Select Action:** prompt, enter **IA** for Install All; this will install the dialog VA-WH SMART BREAST IMAGING FOLLOW-UP.
9. At the **Install reminder dialog and all components with no further changes: Y//** prompt, enter **Yes**

You are prompted for how you want to handle the non-existent finding Q. BREAST TREATMENT MENU.

10. At the **Enter response:** prompt, enter **P** for Replace with an existing entry.
11. At the **Select ORDER DIALOG NAME:** prompt, enter the name of the breast treatment order menu you identified or created in section 2.2.2.

```
Packed reminder dialog: VA-WH SMART BREAST IMAGING FOLLOW-UP [NATIONAL DIALOG]
VA-WH SMART BREAST IMAGING FOLLOW-UP (reminder dialog) installed from exchange f
 Item  Seq. Dialog Findings                                      Type      Exists
    1     VA-WH SMART BREAST IMAGING FOLLOW-UP                    dialog      X

    2    10 VA-WH GP BR OPEN PROCEDURES*                          group       X
            Finding: *NONE*
    3    10.10 VA-WH BR NO OPEN PROCEDURES*                       element     X
            Finding: *NONE*
    4    10.15 VA-WH BR EPISODE OF CARE                           element     X
            Finding: VIEW EPISODE (REMINDER GENERAL FINDING)                  X
    5    10.20 VA-WH BR LAST 3 TRMTS                              element     X
            Finding: VIEW LAST THREE BR TRMTS (REMINDER GENERAL FINDING)      X
    6    10.22 VA-WH BIRAD DEFINITIONS                            element     X
            Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING)       X
    7    10.25 VA-WH BLANK LINE                                   element     X
            Finding: *NONE*
    8    10.30 VA-WH GP BR BI-RAD SELECTOR                        group       X
+            + Next Screen   - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text        IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage       QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// QU
```

12. After the dialog installation completes, you are returned to the Dialog Components screen; at the **Select Action:** prompt, enter **QU** to quit.

You are prompted to install the THIRD reminder dialog:

```
Packed reminder dialog: VA-WH SMART BR OUTSIDE REPORT [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                                  Type    Exists
   1      VA-WH SMART BR OUTSIDE REPORT                       dialog

   2    10 VA-WH SMART BR OUTSIDE GROUP*                      group
           Finding: *NONE*
   3    10.20 VA-WH BR EPISODE OF CARE                        element    X
           Finding: VIEW EPISODE (REMINDER GENERAL FINDING)              X
   4    10.25 VA-WH BR LAST 3 TRMTS                           element    X
           Finding: VIEW LAST THREE BR TRMTS (REMINDER GENERAL FINDING)  X
   5    10.30 VA-WH BIRAD DEFINITIONS                         element    X
           Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING)   X
   6    10.35 VA-WH BLANK LINE                                element    X
           Finding: *NONE*
   7    10.60 VA-WH SMART BR OUTSIDE PROCEDURE DOCUMENT       group
           Finding: OUTSIDE REPORT (REMINDER GENERAL FINDING)            X
   8    10.60.20 VA-WH SMART BR OUTSIDE DATE OF PROCEDURE     element    X
+         + Next Screen   - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text          IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage         QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// IA
```

13. At the **Select Action:** prompt, enter **IA** for Install All; this will install the dialog VA-WH SMART BR OUTSIDE REPORT.
14. At the **Install reminder dialog and all components with no further changes: Y//** prompt, enter **Yes**

```
Packed reminder dialog: VA-WH SMART BR OUTSIDE REPORT [NATIONAL DIALOG]
VA-WH SMART BR OUTSIDE REPORT (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                                 Type    Exists
    1     VA-WH SMART BR OUTSIDE REPORT                      dialog     X

    2    10 VA-WH SMART BR OUTSIDE GROUP*                    group      X
            Finding: *NONE*
    3    10.20 VA-WH BR EPISODE OF CARE                      element    X
            Finding: VIEW EPISODE (REMINDER GENERAL FINDING)            X
    4    10.25 VA-WH BR LAST 3 TRMTS                         element    X
            Finding: VIEW LAST THREE BR TRMTS (REMINDER GENERAL FINDING) X
    5    10.30 VA-WH BIRAD DEFINITIONS                       element    X
            Finding: VIEW PROGRESS NOTE TEXT (REMINDER GENERAL FINDING)  X
    6    10.35 VA-WH BLANK LINE                              element    X
            Finding: *NONE*
    7    10.60 VA-WH SMART BR OUTSIDE PROCEDURE DOCUMENT     group      X
            Finding: OUTSIDE REPORT (REMINDER GENERAL FINDING)          X
    8    10.60.20 VA-WH SMART BR OUTSIDE DATE OF PROCEDURE   element    X
+           + Next Screen   - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text        IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage       QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// QU
```

15. After the dialog installation completes, you are returned to the Dialog Components screen; at the **Select Action:** prompt, enter **QU** to quit.

You are prompted to install the FOURTH reminder dialog:

```
Packed reminder dialog: VA-WH MAMMOGRAM SCREENING [NATIONAL DIALOG]


 Item  Seq. Dialog Findings                               Type     Exists
   1       VA-WH MAMMOGRAM SCREENING                       dialog     X

   2     5 VA-WH MAMMOGRAM SCREENING HEADER*               group      X
           Finding: *NONE*
   3     5.5 VA-WH GP MAM SCREEN HEADER*                   group      X
           Finding: *NONE*
   4     5.5.5 VA-WH MAM HEADER1 - SCREEN                  element    X
           Finding: *NONE*
   5     5.5.10 VA-WH GP MAM SCREEN HEADER-EXPANDED        group      X
           Finding: *NONE*
   6     5.5.10.5 VA-WH MAM HEADER2 - SCREEN               element    X
           Finding: *NONE*
   7     5.5.15 VA-WH DOTTED LINE                          element    X
           Finding: *NONE*
   8     5.5.20 VA-WH GP MAMMOGRAM SCREENING               group      X
+            + Next Screen    - Prev Screen    ?? More Actions
DD    Dialog Details      DT   Dialog Text        IS    Install Selected
DF    Dialog Findings     DU   Dialog Usage       QU    Quit
DS    Dialog Summary      IA   Install All
Select Action: Next Screen// IA
```

16. At the **Select Action:** prompt, enter **IA** for Install All; this will install the dialog VA-WH MAMMOGRAM SCREENING.
17. At the **Install reminder dialog and all components with no further changes: Y//** prompt, enter **Yes**

```
Packed reminder dialog: VA-WH MAMMOGRAM SCREENING [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                              Type     Exists
   1      VA-WH MAMMOGRAM SCREENING                      dialog     X

   2    5 VA-WH MAMMOGRAM SCREENING HEADER*              group      X
           Finding: *NONE*
   3    5.5 VA-WH GP MAM SCREEN HEADER*                  group      X
           Finding: *NONE*
   4    5.5.5 VA-WH MAM HEADER1 - SCREEN                 element    X
           Finding: *NONE*
   5    5.5.10 VA-WH GP MAM SCREEN HEADER-EXPANDED       group      X
           Finding: *NONE*
   6    5.5.10.5 VA-WH MAM HEADER2 - SCREEN              element    X
           Finding: *NONE*
   7    5.5.15 VA-WH DOTTED LINE                         element    X
           Finding: *NONE*
   8    5.5.20 VA-WH GP MAMMOGRAM SCREENING              group      X
+          + Next Screen   - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text       IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage      QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// QU
```

18. After the dialog installation completes, you are returned to the Dialog Components screen; at the **Select Action:** prompt, enter **QU** to quit.

You are then returned to the Exchange File Components screen.

```
_____ Component_____ Category___ Exists_
Source:      CPRSPROVIDER,ONE at CAMP MASTER
Date Packed: 02/04/2020@07:14:41
Package Version: 2.0P45

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-WH MAMMOGRAM SCREENING
  VA-WH SMART BR OUTSIDE REPORT
  VA-WH SMART BREAST IMAGING FOLLOW-UP
  VA-WH SMART PT NOTIFICATION

REMINDER LIST RULE
  VA-WH RS ORDERS PENDING GREATER 60 DAYS
  VA-WH RS MAMMOGRAM DUE
  VA-WH RS PATIENTS WITHOUT A NOTIFICATION
+         Enter ?? for more actions                              >>>
IA   Install all Components           IS   Install Selected Component
Select Action: Next Screen// Q
```

19. At the **Select Action:** prompt, enter **Q** for Quit.

Installation of the Women's Health Mammography Tracking reminder content is now complete.

3.2 Link Reminder Terms to Women's Health Procedure Type Entries

CAC/ITOPS: This step is performed either by the site's CAC or the site's ITOPS VistA installer, depending on who as FileMan read/write access to the WV PROCEDURE TYPE file (#790.2).

Note: Skip this section if the system (test or live) you are working in has a previous version of CPRS v31b installed.

1. In FileMan, select the **ENTER OR EDIT FILE ENTRIES [DIEDIT]** option.

2. At the Input to what File: prompt, select **790.2**

3. At the EDIT WHICH FIELD: prompt, select **Reminder Term**.

4. At the THEN EDIT FIELD: prompt, press the <enter> key.

5. Enter the Reminder Term value for the corresponding Women's Health Procedure entries

WV Procedure Type	Reminder Term
BREAST MRI	VA-WH MRI OF THE BREASTS CODES
BREAST ULTRASOUND	VA-WH ULTRASOUND OF THE BREAST CODES
MAMMOGRAM DX BILAT	VA-WH MAMMOGRAM BILAT DIAGNOSTIC CODES
MAMMOGRAM DX UNILAT	VA-WH MAMMOGRAM UNILAT DIAGNOSTIC CODES
MAMMOGRAM SCREENING	VA-WH MAMMOGRAM SCREENING CODES

```
Example
VA FileMan 22.2


Select OPTION: ENTER OR EDIT FILE ENTRIES



Input to what File: IMAGING TYPE// 790.2  WV PROCEDURE TYPE
                                    (31 entries)
EDIT WHICH FIELD: ALL// reminder term
THEN EDIT FIELD:


Select WV PROCEDURE TYPE: BREAST MRI
REMINDER TERM: VA-WH MRI OF THE BREASTS CODES        NATIONAL
        ...OK? Yes//    (Yes)
```

3.3   Link Reminder Dialogs to Document Titles

Reminder Manager/CAC: This step is performed by the site's clinical reminder manager or Clinical Applications Coordinator (CAC).

Note: Skip this section if the system (test or live) you are working in has a previous version of CPRS v31b installed.

From the Clinical Reminder Manager Menu, go to the CPRS Reminder Configuration menu, then go to the Link Reminder Dialog to Template option. Do the following for each reminder dialog using the table below:

1. At the Select Dialog Definition prompt, select one of the Reminder Dialogs from the template.

2. At the Enter template name prompt, enter a free text value.

3. At the Link template to Document Title prompt, select **Y.**

4. At the Select Document Definition prompt, select the corresponding TIU Note Title from the table below.

Reminder Dialog	Template Name	Document Title
VA-WH SMART PT NOTIFICATION	Patient Notification Follow-up	SMART PATIENT NOTIFICATION
VA-WH SMART BREAST IMAGING FOLLOW-UP	Breast Imaging Follow-up	SMART BREAST IMAGING FOLLOW-UP
VA-WH UPDATE PREGNANCY STATUS	Pregnancy/Intentions/Contraception	PREGNANCY STATUS UPDATE REVIEW
VA-WH UPDATE LACTATION STATUS	Update Lactation Status	LACTATION STATUS UPDATE REVIEW

Example: Linking a reminder dialog to a document title

```
Select CPRS Reminder Configuration <TEST ACCOUNT> Option: LINK  Link Reminder
Dialog to Template

Select Dialog Definition: VA-WH SMART PT NOTIFICATION      reminder dialog
NATIONAL
          ...OK? Yes//   (Yes)


Enter template name: Patient Notification Follow-up

Link template to Document Title? YES

Select Document Definition: SMART PATIENT NOTIFICATION     TITLE
       Std Title: WOMENS HEALTH NOTE
Template Patient Notification Follow-up created
Template Patient Notification Follow-up added to Shared Folder.
Template Patient Notification Follow-up link to note title SMART PATIENT
NOTIFICATION
```

3.4   Clinical Reminder Mapping

Reminder Manager/CAC: A Reminder Manager or CAC should perform the tasks in this section.

3.4.1   Map Orderable Item(s) to the VA-WH PREGNANCY TEST ORDERED Term

Option: *Add/Edit Reminder Term* on the *Reminder Term Management* menu, which is on the *Reminder Managers Menu*

For every laboratory test you listed in the Laboratory Tests table in Worksheet #1 at the end of this document, add its corresponding orderable item as a finding to the VA-WH PREGNANCY TEST ORDERED term.

Note: It is critical that you prepend 'OI.' (without the quotes) before each laboratory test name at the Select Finding prompt. Again, you must enter the capital letter O, followed by the capital letter I, followed by a period, followed by the laboratory test name at the Select Finding prompt.

At the USE STATUS/COND IN SEARCH prompt, respond with YES. Also, ensure that the ACTIVE, COMPLETE and PENDING statuses are selected for each orderable item.

Example: Mapping an orderable item to the national reminder term

```
Select Reminder Term Management Option: TE  Add/Edit Reminder Term

Select Reminder Term: VA-WH PREGNANCY TEST ORDERED        NATIONAL
          ...OK? Yes//   (Yes)


 Reminder Term has no findings!


                                         ┌──────────────────────────────┐
                                         │ Enter 'OI.' (without the quotes) │
                                         │ followed by the laboratory test name. │
                                         └──────────────────────────────┘
Select Finding: OI.HCG  ◄────────────
```

```
      Searching for a ORDERABLE ITEMS, (pointed-to by FINDING ITEM)


      Searching for a ORDERABLE ITEMS

      1   HCG
      2   HCG BETA, QUANT.
CHOOSE 1-2: 1   HCG
  Are you adding 'HCG' as a new FINDINGS (the 1ST for this REMINDER TERM)? No//
YES   (Yes)
Editing Finding Number: 1
FINDING ITEM: HCG//
BEGINNING DATE/TIME:
ENDING DATE/TIME:
OCCURRENCE COUNT:
USE START DATE:
CONDITION:
CONDITION CASE SENSITIVE:
USE STATUS/COND IN SEARCH: YES   YES

No statuses defined for this finding item


      Select one of the following:

           A          ADD STATUS
           D          DELETE A STATUS
           S          SAVE AND QUIT
           Q          QUIT WITHOUT SAVING CHANGES

Enter response: S// ADD STATUS
1 - * (WildCard)
2 - ACTIVE
3 - CANCELLED
4 - COMPLETE
5 - DELAYED
6 - DISCONTINUED
7 - DISCONTINUED/EDIT
8 - EXPIRED
9 - FLAGGED
10 - HOLD
11 - LAPSED
12 - NO STATUS
13 - PARTIAL RESULTS
14 - PENDING
15 - RENEWED
16 - SCHEDULED
17 - UNRELEASED
Select a Order Status from or enter '^' to Quit:  (1-17): 2,4,14

Statuses already defined for this finding item:
ACTIVE
COMPLETE
PENDING


      Select one of the following:

           A          ADD STATUS
           D          DELETE A STATUS
           S          SAVE AND QUIT
           Q          QUIT WITHOUT SAVING CHANGES
```

```
Enter response: S// AVE AND QUIT

Choose from:

OI HCG                                                        Finding #   1
Select Finding:
```

3.4.2   Map Laboratory Test(s) to Terms

Option: *Add/Edit Reminder Term* on the *Reminder Term Management* menu, which is on the *Reminder Managers Menu*

For every laboratory test listed in the Patient is Pregnant Condition Statements table in Worksheet #1 at the end of this document, add it as a finding to the VA-WH POSITIVE LAB PREGNANCY TEST term. Then, for every laboratory test listed in the Patient is Not Pregnant Condition Statements table in Worksheet #1, add it as a finding to the VA-WH NEGATIVE LAB PREGNANCY TEST term.

Note: It is critical that you prepend 'LT.' (without the quotes) before each laboratory test name at the Select Finding prompt. Again, you must enter the capital letter L, followed by the capital letter T followed by a period, followed by the laboratory test name at the Select Finding prompt.

Use the following table to answer various prompts that will appear when you add the test(s) to the terms. If a prompt is not listed in the table, leave it blank.

Field	Value
OCCURRENCE COUNT	1
CONDITION	CONDITION column in the appropriate table in Worksheet 1 at the end of this document.
CONDITION CASE SENSITIVE:	CASE SENSITIVE column in the appropriate table in Worksheet 1 at the end of this document.
USE STATUS/COND IN SEARCH	YES

Example: Mapping a laboratory test to the national reminder term

```
Select Reminder Term Management Option: TE  Add/Edit Reminder Term

Select Reminder Term: VA-WH POSITIVE LAB PREGNANCY TEST        NATIONAL
          ...OK? Yes//    (Yes)


Reminder Term has no findings!



Select Finding: LT.HCG

     Searching for a LABORATORY TEST, (pointed-to by FINDING ITEM)


     Searching for a LABORATORY TEST

     1    HCG
     2    HCG BETA, QUANT.
CHOOSE 1-2: 1   HCG
  Are you adding 'HCG' as a new FINDINGS (the 1ST for this REMINDER TERM)? No//
YES
  (Yes)
Editing Finding Number: 1
FINDING ITEM: HCG//
BEGINNING DATE/TIME:
ENDING DATE/TIME:
OCCURRENCE COUNT: 1
CONDITION: I V["POS"
CONDITION CASE SENSITIVE: NO  NO
USE STATUS/COND IN SEARCH: YES  YES

Choose from:

LT HCG                                              Finding #   1
Select Finding:
```
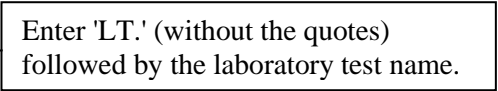
Enter 'LT.' (without the quotes)
followed by the laboratory test name.

3.4.3   Map Radiology Parent Procedure(s) to Terms

Options: *Add/Edit Reminder Term* on the *Reminder Term Management* menu and *Reminder Taxonomy Management*, both of which are on the *Reminder Managers Menu*

1. Determine which term to map your site's parent procedures to. Execute the Code Search command within the option Reminder Taxonomy Management for every descendent CPT code listed in the Radiology Parent Procedures table in Worksheet #2 at the end of this document. In the TAXONOMY NAME column in that table, enter the name of the taxonomy containing that CPT code. Only record those names that appear in the list below:

   - VA-WH MAMMOGRAM UNILAT DIAGNOSTIC CODES

   - VA-WH MAMMOGRAM BILAT DIAGNOSTIC CODES

   - VA-WH MRI BREAST PROCEDURE CODES

   - VA-WH ULTRASOUND BREAST PROCEDURE CODES

   - VA-WH MAMMOGRAM SCREENING CODES

   Note that the terms you will map to have the same name as the taxonomies that you identify in this step.

Example: Searching reminder taxonomies for a CPT code

```
Taxonomy Management          Jan 08, 2020@11:43:33        Page:   1 of   45
Taxonomy File Entries.

 No. Taxonomy                      Description
   1 GP IM PNEUMOC PCV13 PREVNAR   This taxonomy was automatically gener...
   2 GP IM PNEUMOC PPSV23 PNEUMOVAX This taxonomy was automatically gener...
   3 HF LIPID LDL 120-129          This taxonomy was automatically gener...
   4 HF LIPID LDL 71-99            This taxonomy was automatically gener...
   5 HF LIPID LDL >190             This taxonomy was automatically gener...
   6 PALLI CONS DYSPNEA MILD (E)   This taxonomy was automatically gener...
   7 PALLI CONS DYSPNEA SEVERE (E) This taxonomy was automatically gener...
   8 PALLI CONS INPT 99251 (E)     This taxonomy was automatically gener...
   9 PALLI CONS INPT 99252 (E)     This taxonomy was automatically gener...
  10 PALLI CONS INPT 99253 (E)     This taxonomy was automatically gener...
+        + Next Screen   - Prev Screen    ?? More Actions               _
ADD  Add                             CL    Change Log
EDIT Edit                            CS    Code Search
UIDE UID Edit                        IMP   Import
COPY Copy                            UIDR  UID report
INQ  Inquire                         VSC   VS Compare
Select Action: Next Screen// CS    Code Search
```

```
Input a code to search for: 77067
Searching for CPT-4 code 77067
CPT-4 77067 is used in the following taxonomies:
 VA-MAMMOGRAM/SCREEN
 VA-WH MAMMOGRAM SCREENING CODES

Input a code to search for:
```

2. For every radiology procedure you listed in the Radiology Parent Procedures table in Worksheet #2 at the end of this document, add it as a finding to the reminder term with the same name as the taxonomy name you listed in that table.

Note: It is critical that you prepend 'RP.' (without the quotes) before each radiology procedure name at the Select Finding prompt. Again, you must enter the capital letter R, followed by the capital letter P followed by a period, followed by the radiology procedure name at the Select Finding prompt.

Leave all prompts that appear blank.

Example: Mapping a radiology procedure to the national reminder term

```
Select Reminder Term Management Option: TE  Add/Edit Reminder Term

Select Reminder Term: VA-WH MAMMOGRAM SCREENING CODES        NATIONAL
          ...OK? Yes//    (Yes)


Choose from:

TX VA-WH MAMMOGRAM SCREENING CODES                              Finding #   1




                              ┌─────────────────────────┐
                              │ Enter 'RP.' (without the │
                              │ quotes) followed by the  │
                              │ radiology procedure      │
                              │ name.                    │
                              └─────────────────────────┘



Select Finding: Select Finding: RP.P/D SCREEN MAMMOGRAM, BILAT

       Searching for a RAD/NUC MED PROCEDURES, (pointed-to by FINDING ITEM)


       Searching for a RAD/NUC MED PROCEDURES
  P/D SCREEN MAMMOGRAM, BILAT                            (MAM  Parent )
         ...OK? Yes//    (Yes)
  Are you adding P/D SCREEN MAMMOGRAM, BILAT' as a new FINDINGS? No// YES
(Yes)
Editing Finding Number: 2
FINDING ITEM: P/D SCREEN MAMMOGRAM, BILAT//
BEGINNING DATE/TIME:
ENDING DATE/TIME:
OCCURRENCE COUNT:
CONDITION:
CONDITION CASE SENSITIVE:
USE STATUS/COND IN SEARCH:

No statuses defined for this finding item


       Select one of the following:

            A          ADD STATUS
```

```
             D           DELETE A STATUS
             S           SAVE AND QUIT
             Q           QUIT WITHOUT SAVING CHANGES

Enter response: S// QUIT WITHOUT SAVING CHANGES

Choose from:

RP P/D SCREEN MAMMOGRAM, BILAT                           Finding #   2
TX VA-WH MAMMOGRAM SCREENING CODES                       Finding #   1
Select Finding:
```

3.4.4 Map Orderable Items to the VA-PENDING BREAST IMAGING ORDERS Term

Option: *Add/Edit Reminder Term* on the *Reminder Term Management* menu, which is on the *Reminder Managers Menu*

For every radiology procedure you listed in both the Radiology Parent Procedures and Radiology Detailed and Series Procedures tables in Worksheet #2 at the end of this document, add its corresponding orderable item as a finding to the VA-PENDING BREAST IMAGING ORDERS term.

Note: It is critical that you prepend 'OI.' (without the quotes) before each radiology procedure name at the Select Finding prompt. Again, you must enter the capital letter O, followed by the capital letter I, followed by a period, followed by the radiology procedure name at the Select Finding prompt.

At the USE STATUS/COND IN SEARCH prompt, respond with YES. Also, ensure that the ACTIVE and PENDING statuses are selected for each orderable item.

3.4.5 Update Reminder Term Condition Statement

Option: *Add/Edit Reminder Term* on the *Reminder Term Management* menu, which is on the *Reminder Managers Menu*

Change the condition statement for Reminder Term VA-WH NEXT BREAST PROCEDURE from

`I V("Procedure")="Mammogram, Screening" to I V("Procedure")["Mammogram"`

Example: Editing the Reminder Term Condition Statement

```
Select Reminder Term Management <TEST ACCOUNT> Option: TE  Add/Edit Reminder
Ter
m

Select Reminder Term: VA-WH NEXT BREAST PROCEDURE       NATIONAL
         ...OK? Yes//   (Yes)

Choose from:

CF VA-WH NEXT PROCEDURE                                  Finding #   1
Select Finding: `1  VA-WH NEXT PROCEDURE

Computed Finding Description:
This computed finding returns the Next Procedure Name and the Next
Procedure Date from the Women's Health Patient File. This computed
finding will either return information related to the Breast or the
Cervical treatments based off the Computed Finding Parameter.

Computer Parameter
BR: Breast Procedure
CX: Cervical Procedure

Return Value
DATA("Procedure")=the name of the appropriate next treatment need field

Editing Finding Number: 1
FINDING ITEM: VA-WH NEXT PROCEDURE//
BEGINNING DATE/TIME:
ENDING DATE/TIME:
OCCURRENCE COUNT:
COMPUTED FINDING PARAMETER: BR//
CONDITION: I V("Procedure")="Mammogram, Screening"
          Replace ="Mammogram, Screening" With ["Mammogram"
  Replace
   I V("Procedure")["Mammogram"
CONDITION CASE SENSITIVE:
USE STATUS/COND IN SEARCH:

Choose from:

CF VA-WH NEXT PROCEDURE                                  Finding #   1
Select Finding:
```

3.5   Re-Index Reminder Order Check Items Group File

ITOPS: This step is performed by the site's local/regional OI&T support.

All indices in the REMINDER ORDER CHECK ITEMS GROUP file (#801) should be rebuilt. Use option *Re-Index File,* which is on the *Utility Functions* menu. That menu is on the *VA FileMan* menu option. You must wait for the site to complete section 3.1 Reminder Content Installation before completing this section.

Example: Re-Indexing File #801

```
Select UTILITY OPTION: RE-INDEX FILE

Modify what File: OPTION// 801  REMINDER ORDER CHECK ITEMS GROUP
                                        (15 entries)

THERE ARE 10 INDICES WITHIN THIS FILE
DO YOU WISH TO RE-CROSS-REFERENCE ONE PARTICULAR INDEX? No//   (No)
OK, ARE YOU SURE YOU WANT TO KILL OFF THE EXISTING 10 INDICES? No// YES  (Yes)
DO YOU THEN WANT TO 'RE-CROSS-REFERENCE'? Yes//   (Yes)
...HMMM, LET ME PUT YOU ON 'HOLD' FOR A SECOND...
FILE WILL NOW BE 'RE-CROSS-REFERENCED'........


Select UTILITY OPTION:
```

3.6   Update Reminder General Findings

ITOPS: This step is performed by the site's local/regional OI&T support.

Change the value in the VALUE field for the general findings in the table below. Use option *Enter or Edit File Entries*, which is on the *VA FileMan* menu option to change the VALUE field's value. You must wait for the site to complete section 3.1 Reminder Content Installation before completing this section.

General Finding	New VALUE Field Value
BR BIRAD 1, RETURN TO AGE SCREENING	BR BIRAD 1, next MAM AGE AT START AGE
BR BIRAD 2, RETURN TO AGE SCREENING	BR BIRAD 2, next MAM AGE AT START AGE

Example: Editing General Findings

```
Select VA FileMan <TEST ACCOUNT> Option: ENTER or Edit File Entries



Input to what File: INSTALL// REMINDER GENERAL FINDINGS
                                        (246 entries)
EDIT WHICH FIELD: ALL// VALUE
     1    VALUE
     2    VALUE FIEVAL SUBSCRIPT
     3    VALUE SUBSCRIPT
CHOOSE 1-3: 1   VALUE
THEN EDIT FIELD:


Select REMINDER GENERAL FINDINGS FINDING TEXT: BR BIRAD 1, RETURN TO AGE
SCREENING
     WOMEN'S HEALTH
VALUE: BR BIRAD 1, RETURN TO AGE SCREENING  Replace ... With BR BIRAD 1, next
MAM AGE AT START AGE
  Replace
   BR BIRAD 1, next MAM AGE AT START AGE


Select REMINDER GENERAL FINDINGS FINDING TEXT: BR BIRAD 2, RETURN TO AGE
SCREENING
     WOMEN'S HEALTH
VALUE: BR BIRAD 2, RETURN TO AGE SCREENING  Replace ... With BR BIRAD 2, next
MAM AGE AT START AGE
  Replace
   BR BIRAD 2, next MAM AGE AT START AGE


Select REMINDER GENERAL FINDINGS FINDING TEXT:
```

3.7 Enable Clinical Reminder Order Check Rules

Clinical Reminder Manager: This step is performed by the Clinical Reminder Manager.

Several new clinical reminder order check rules are included in this release of CPRS. These order check rules are distributed in an inactive state. Sites must activate the following order check rules:

- VA-WH HIRISK IMAGING (MRI) PREG RULE
- VA-WH HIRISK IMAGING (NON MRI) PREG RULE
- VA-WH HIRISK MEDS (EXTREME RISK) NO PREG DOC RULE
- VA-WH HIRISK MEDS (EXTREME RISK) NOT PREG RULE
- VA-WH HIRISK MEDS (EXTREME RISK) PREG RULE
- VA-WH HIRISK MEDS (LACT 1) EXPIRED DOC RULE
- VA-WH HIRISK MEDS (LACT 1) RULE
- VA-WH HIRISK MEDS (LACT 2) EXPIRED DOC RULE
- VA-WH HIRISK MEDS (LACT 2) RULE
- VA-WH HIRISK MEDS (MODERATE/HIGH RISK) NO PREG DOC RULE
- VA-WH HIRISK MEDS (MODERATE/HIGH RISK) NOT PREG RULE
- VA-WH HIRISK MEDS (MODERATE/HIGH RISK) PREG RULE

Use option *Add/Edit Reminder Order Check Rule* on the *Reminder Order Check Menu*, which is on the *Reminder Managers Menu* option to activate each of the above rules.

Example: Activating a Clinical Reminder Order Check Rule

```
Select Reminder Order Check Rule by one of the following:


     N:   ORDER CHECK RULE NAME
     R:   REMINDER DEFINITION
     T:   REMINDER TERM
     Q:   QUIT

Select Reminder Order Check Rule by:  (N/R/T/Q): N//   ORDER CHECK RULE NAME
Select Reminder Order Check Rule: VA-WH HIRISK IMAGING (MRI) PREG RULE
```

```
RULE NAME: VA-WH HIRISK IMAGING (MRI) PREG RULE
DISPLAY NAME: Known or Potential Teratogen (MR Study)
STATUS: P







CLASS: NATIONAL
SPONSOR: Women Veterans Health Program
REVIEW DATE:
_____
I=INACTIVE, P=PRODUCTION, T=TESTING



                                            Press <PF1>H for help  Insert
```

```
RULE NAME: VA-WH HIRISK IMAGING (MRI) PREG RULE
DISPLAY NAME: Known or Potential Teratogen (MR Study)
STATUS: PROD








CLASS: NATIONAL
SPONSOR: Women Veterans Health Program
REVIEW DATE:
_____
Exit    Save    Refresh    Quit

Enter a COMMAND, or "^" followed by the CAPTION of a FIELD to jump to.

COMMAND: S                                  Press <PF1>H for help  Insert
```

```
RULE NAME: VA-WH HIRISK IMAGING (MRI) PREG RULE
DISPLAY NAME: Known or Potential Teratogen (MR Study)
STATUS: PROD




CLASS: NATIONAL
SPONSOR: Women Veterans Health Program
REVIEW DATE:
_____

Exit    Save    Refresh    Quit

Enter a COMMAND, or "^" followed by the CAPTION of a FIELD to jump to.

COMMAND: E                               Press <PF1>H for help  Insert
```

```
                          Edit History

Edit by: ADPAC,ONE on 01/13/2020@09:40:03
                              ┌──────────────────────┐
                         ◄────│ Press the Enter key. │
EDIT COMMENTS:                └──────────────────────┘








_____
Press enter to add a description of the changes made.



                                         Press <PF1>H for help  Insert
```

```
==[ WRAP ]==[INSERT ]=============< EDIT COMMENTS >==[Press <PF1>H for help]===
Changed the rule's status to production.
```

After entering your comment, press the keyboard key that is mapped to PF1 (usually the NUM LOCK key on the key pad) then press the E key to exit the text editor.

```
<=======T=======T=======T=======T=======T=======T=======T=======T=======T>=====
```

```
                               Edit History

Edit by: ADPAC,ONE on 01/13/2020@09:40:03
EDIT COMMENTS: Changed the rule's status to active.


_____

Exit    Save    Refresh    Quit

Enter a COMMAND, or "^" followed by the CAPTION of a FIELD to jump to.

COMMAND: E                                  Press <PF1>H for help  Insert
```

3.8   Inactivate a New Note Title

CAC: This step is performed by the site's Clinical Application Coordinators (CACs).

Option: *Edit Document Definitions* on the *Document Definitions (Manager)* menu, which is on the *TIU Maintenance Menu*.

A new note title, SMART OUTSIDE BREAST IMAGE RESULTS, is no longer needed for the mammography tracking enhancements to function correctly. Sites should inactivate this note title using the *Edit Document Definitions* option [TIUFH EDIT DDEFS MGR].

Example: Inactivating a Note Title

```
Edit Document Definitions     Jul 08, 2020@05:01:17     Page:    1 of    1
                              BASICS


     Name                                                             Type
1    CLINICAL DOCUMENTS                                               CL
2     +PROGRESS NOTES                                                 CL
3     +ADDENDUM                                                       DC
4     +DISCHARGE SUMMARY                                              CL
5     +CLINICAL PROCEDURES                                            CL
6     +LR LABORATORY REPORTS                                          CL
7     +SURGICAL REPORTS                                               CL








          ?Help   >ScrollRight   PS/PL PrintScrn/List   +/-              >>>
     Expand/Collapse          Detailed Display/Edit     Items: Seq Mnem MenuTxt
     Jump to Document Def      Status...                 Delete
     Boilerplate Text          Name/Owner/PrintName...   Copy/Move
Select Action: Quit// Jump   Jump to Document Def
Select TIU DOCUMENT DEFINITION NAME: SMART OUTSIDE BREAST IMAGE RESULTS
TITLE
     Std Title: WOMENS HEALTH
NOTE...........................................
```

```
Edit Document Definitions      Jul 08, 2020@05:02:07       Page:   3 of    4
                               BASICS

+       Name                                                            Type
41            SMART OUTSIDE BREAST IMAGE RESULTS                        TL
42          +WOMEN'S HEALTH NOTES                                       DC
43       +ADDENDUM                                                      DC
44       +DISCHARGE SUMMARY                                             CL
45       +CLINICAL PROCEDURES                                           CL
46       +LR LABORATORY REPORTS                                         CL
47       +SURGICAL REPORTS                                              CL




          ?Help   >ScrollRight   PS/PL PrintScrn/List   +/-            >>>
      Expand/Collapse          Detailed Display/Edit     Items: Seq Mnem MenuTxt
      Jump to Document Def      Status...                Delete
      Boilerplate Text         Name/Owner/PrintName...  Copy/Move
Select Action: Quit// Detailed   Detailed Display/Edit
```

Enter the number from the list of
definitions that corresponds to the
SMART OUTSIDE BREAST
IMAGE RESULTS title at this
prompt. Your number may not match
the number in this example.

```
Select Entry:  (41-47): 41

 Entry is National; Limited Actions

Press RETURN to continue or '^' or '^^' to exit:
```

```
    Basics                    (Technical Fields)       Find
Detailed Display              Jul 08, 2020@05:02:30       Page:   1 of    3
                 Title SMART OUTSIDE BREAST IMAGE RESULTS
_____
  Basics           Note: Values preceded by * have been inherited
         Name:     SMART OUTSIDE BREAST IMAGE RESULTS
 VHA Enterprise
 Standard Title:   WOMENS HEALTH NOTE
   Abbreviation:
    Print Name:    SMART OUTSIDE BREAST IMAGE RESULTS
         Type:     TITLE
          IFN:     3532
      National
      Standard:    YES
        Status:    ACTIVE
         Owner:    CLINICAL COORDINATOR
        In Use:    NO
 Suppress Visit
     Selection: * NO
+       ? Help       +, - Next, Previous Screen      PS/PL
    Items: Seq Mnem MenuTxt   Edit Upload              Quit
    Boilerplate Text          Try
Select Action: Next Screen// Basics   Basics
```

```
 Edit Abbreviation and Status only: Entry is National Title.
ABBREVIATION:
STATUS: (A/I/T): ACTIVE// INACTIVE
 Entry (& any nonShared Components) Inactivated
```

```
Detailed Display          Jul 08, 2020@05:02:53       Page:   1 of    3
                  Title SMART OUTSIDE BREAST IMAGE RESULTS

  Basics            Note: Values preceded by * have been inherited
          Name:   SMART OUTSIDE BREAST IMAGE RESULTS
  VHA Enterprise
  Standard Title:  WOMENS HEALTH NOTE
   Abbreviation:
     Print Name:   SMART OUTSIDE BREAST IMAGE RESULTS
          Type:   TITLE
           IFN:   3532
       National
      Standard:   YES
        Status:   INACTIVE
         Owner:   CLINICAL COORDINATOR
        In Use:   NO
  Suppress Visit
     Selection: * NO
+          ? Help       +, - Next, Previous Screen     PS/PL
      Basics                   (Technical Fields)      Find
      Items: Seq Mnem MenuTxt  Edit Upload             Quit
      Boilerplate Text         Try
Select Action: Next Screen// Quit
```

```
Edit Document Definitions     Jul 08, 2020@05:03:34     Page:   3 of    4
                         BASICS

+     Name                                                           Type
41        SMART OUTSIDE BREAST IMAGE RESULTS                         TL
42     +WOMEN'S HEALTH NOTES                                         DC
43    +ADDENDUM                                                      DC
44    +DISCHARGE SUMMARY                                             CL
45    +CLINICAL PROCEDURES                                           CL
46    +LR LABORATORY REPORTS                                         CL
47    +SURGICAL REPORTS                                              CL




          ?Help   >ScrollRight   PS/PL PrintScrn/List  +/-              >>>
     Expand/Collapse          Detailed Display/Edit    Items: Seq Mnem MenuTxt
     Jump to Document Def     Status...                Delete
     Boilerplate Text         Name/Owner/PrintName...  Copy/Move
Select Action: Quit//
```

3.9 Configure Women's Health Site Parameters

Women's Health ADPAC/CAC: This step is performed by the ADPAC for the Women's Health package or designee in coordination with the site's Clinical Applications Coordinators (CACs).

The Women's Health package may not be used at some sites, so the Women's Health ADPAC or designee may need assistance with this section from the CACs. The Women's Health ADPAC or designee will need access to the *Manager's Functions* menu option [WV MENU-MANAGER'S FUNCTIONS] to complete this section and the next section.

Before providers can document a patient's pregnancy and lactation status or utilize the new mammography results tracker, the site must have a minimally configured entry in the WV SITE PARAMETER file (#790.02). Configuring an entry does not mean that sites must start using the Women's Health package. Use of this package is still optional, however, a minimally configured entry in the WV SITE PARAMETER file is required.

Creating or updating an entry in the WV SITE PARAMETER file is a two-step process. The first step is to designate an active user as a Women's Health Case Manager. The second step is to create and/or update an entry in the WV SITE PARAMETER file.

3.9.1 Step 1: Designate a Case Manager

Option: *Add/Edit Case Managers* on the *File Maintenance Menu*, which is on the *Manager's Functions* menu.

At least one active user must be designated as a default case manager. An active user is a user that can log onto VistA, is someone who works in women's health, and is responsible for coordinating and managing female-specific care for female patients. A default case manager is the case manager that is assigned to new patients when the user adding the patient to the Women's Health package does not specify a case manager for that patient.

For multidivisional sites, you may choose to use the same user as a default case manager for all divisions or choose to use a different user as a default case manager for each division. If you choose to use a different user, you will need to repeat this step for each user that you need to designate as a default case manager.

Example: Designating a Women's Health Case Manager

```
   WOMEN'S HEALTH:           *  MANAGER'S FUNCTIONS  *              SAMPLE VAMC


   FM      File Maintenance Menu ...
   PQ      Print Queued Letters
   MPM     Manager's Patient Management ...
   LDE     Lab Data Entry Menu ...

Select Manager's Functions <TEST ACCOUNT> Option: FM  File Maintenance Menu
```

```
   WOMEN'S HEALTH:          *  FILE MAINTENANCE MENU  *            SAMPLE VAMC


   AEP     Add/Edit a Notification Purpose & Letter
   PPL     Print Notification Purpose & Letter File
   ESN     Edit Synonyms for Notification Types
   OUT     Add/Edit Notification Outcomes
   ESP     Edit Site Parameters
   CM      Add/Edit Case Managers
   MCC     Add/Edit Maternity Care Coordinators
   TRCM    Transfer a Case Manager's Patients
   TRMC    Transfer a Maternity Care Coordinator's Patients
   AUTO    Automatically Load Patients
   RAD     Import Radiology/NM Exams
   PRD     Print Results/Diagnosis File
   ESR     Edit Synonyms for Results/Diagnoses
   PSR     Print Synonyms for Results/Diagnoses
   EDX     Edit Diagnostic Code Translation File
   PDX     Print Diagnostic Code Translation File
   RS      Add/Edit to Referral Source File
   PAP     Link Pap Smear with SNOMED Codes

Select File Maintenance Menu <TEST ACCOUNT> Option: CM  Add/Edit Case Managers
```

Example (continued): Designating a Women's Health Case Manager

```
              * * *  WOMEN'S HEALTH: ADD/EDIT CASE MANAGERS  * * *



    Select CASE MANAGER: ??

    Choose from:
    TESTMASTER,USER

         You may enter a new WV CASE MANAGER, if you wish
         This field contains the name(s) of WH case manager(s) assigned to manage
         women's health needs.

    Choose from:
    ADPAC,ONE           OA            ADPAC
    ANRVAPPLICATION,PROXY USER
    AUTHORIZER,IB MRA          MRA
    AUTHORIZER,IB REG
    AUTOUPDATE,IBEIV           MRA
    CENTRAL,PAID
    CLINICAL,DEVICE PROXY SERVICE
    CREDENTIALCLERK,ONE        OC             CREDENTIALLING CLERK
    EDILOCKBOX,AUTOMATIC          EDI
    EDPTRACKING,PROXY
    Type <Enter> to continue or 'ˆ' to exit: ˆ
```

If the Choose from list contains an active user and that user should be the default case manager for all new patients, then note that person's name.

If the Choose from list does not contain any users or all the users listed are no longer active, then designate an active user as a case manager:

Example: Adding a Women's Health Case Manger

```
              * * *  WOMEN'S HEALTH: ADD/EDIT CASE MANAGERS  * * *



    Select CASE MANAGER: WHCOORDINATOR,ONE        OW          PHYSICIAN
  Are you adding 'WHCOORDINATOR,ONE' as
    a new WV CASE MANAGER (the 3RD)? No// YES  (Yes)
 DATE INACTIVATED:
```

3.9.2 Step 2: Create/Update a WV SITE PARAMETER File Entry

Option: *Edit Site Parameters* on the *File Maintenance Menu*, which is on the *Manager's Functions* menu.

Each site must have a minimally configured entry in the WV SITE PARAMETER file. For multidivisional sites, each division must have its own minimally configured entry. You will need to repeat this step for each active division setup on the VistA system.

Each entry should have the following fields set:

- Default Case Manager (value was identified in step #1)

- Update Result/Dx Field? (value should be YES)

- Update Treatment Needs? (value should be YES)

- Import Mammograms from Radiology (value should be YES)

- Status Given to Imported Mammograms (value should be OPEN)

Example: Adding a SITE/FACILITY parameter entry in the Women's Health package

```
    WOMEN'S HEALTH:          *  MANAGER'S FUNCTIONS  *              SAMPLE VAMC


    FM     File Maintenance Menu ...
    PQ     Print Queued Letters
    MPM    Manager's Patient Management ...
    LDE    Lab Data Entry Menu ...

Select Manager's Functions <TEST ACCOUNT> Option: FM  File Maintenance Menu
```

```
    WOMEN'S HEALTH:          *  FILE MAINTENANCE MENU  *            SAMPLE VAMC


    AEP    Add/Edit a Notification Purpose & Letter
    PPL    Print Notification Purpose & Letter File
    ESN    Edit Synonyms for Notification Types
    OUT    Add/Edit Notification Outcomes
    ESP    Edit Site Parameters
    CM     Add/Edit Case Managers
    MCC    Add/Edit Maternity Care Coordinators
    TRCM   Transfer a Case Manager's Patients
    TRMC   Transfer a Maternity Care Coordinator's Patients
    AUTO   Automatically Load Patients
    RAD    Import Radiology/NM Exams
    PRD    Print Results/Diagnosis File
    ESR    Edit Synonyms for Results/Diagnoses
    PSR    Print Synonyms for Results/Diagnoses
    EDX    Edit Diagnostic Code Translation File
    PDX    Print Diagnostic Code Translation File
    RS     Add/Edit to Referral Source File
    PAP    Link Pap Smear with SNOMED Codes

Select File Maintenance Menu <TEST ACCOUNT> Option: ESP  Edit Site Parameters
```

```
              * * *  WOMEN'S HEALTH: EDIT SITE PARAMETERS  * * *



  Select SITE/FACILITY: SAMPLE VAMC//     FL  VAMC  999
 Are you adding 'SAMPLE VAMC' as
   a new WV SITE PARAMETER (the 2ND)? No// Y  (Yes)
```

Your site's name should appear as the default value. Press the Enter key. If prompted to add a new WV SITE PARAMETER, answer YES.

Note: For multi-divisional sites, each division should have its own entry.

Example (continued): Adding a site parameter entry in the Women's Health package

```
           * * *   EDIT SITE PARAMETERS FOR SAMPLE VAMC        ┌─────────────────────────┐
 _____ │ If this field does not  │
          Default Case Manager: WHCOORDINATOR,ONE  ◄──────────│ contain the             │
             Ask Case Manager: ◄                              │ name of an active user, │
                                                              │ enter the               │
                                                              │ name of the user you    │
   Autoqueue Normal PAP Letters: ◄                            │ identified              │
        PAP Result Normal Letter: ◄                           │ or designated in step   │
   Autoqueue Normal MAM Letters: ◄                            │ #1.                     │
        MAM Result Normal Letter: ◄                           └─────────────────────────┘
                                                 ┌─────────────────────────────┐
   Default #days to print letter: ◄             │ These fields are not required.│
                                                 └─────────────────────────────┘
          Update Result/Dx Field?: YES ◄         ┌─────────────────────────────┐
          Update Treatment Needs?: YES ◄         │ These fields are required and │
                                                 │ should be set to YES.         │
                                          (PAGE 1 OF 7)
 _____
 Exit     Save     Next Page     Refresh

 Enter a command or '^' followed by a caption to jump to a specific field.


 COMMAND: N                                   Press <PF1>H for help    Insert
```

Example (continued): Adding a site parameter entry in the Women's Health package

```
            * * *   EDIT SITE PARAMETERS FOR SAMPLE VAMC  * * *
_____
   RADIOLOGY:  Import Mammograms from Radiology: YES  ◄─┐  ┌──────────────────────┐
               Status Given to Imported Mammograms: OPEN ◄─┤  These fields are required │
               Include ALL Non-Veterans(Y/N)?:         │  and should be set to the  │
   ELIGIBILITY CODE(S): ◄                               │  values shown here.        │
                                                        └──────────────────────┘


   LABORATORY: Import Tests from Laboratory: ◄            ┌──────────────────────────┐
               Include ALL Non-Veterans(Y/N)?: ◄         │ These fields are not required. │
   ELIGIBILITY CODE(S): ◄                                └──────────────────────────┘


                                              (PAGE 2 OF 7)
_____

Exit    Save    Next Page    Previous Page    Refresh    Quit


Enter a COMMAND, or "ˆ" followed by the CAPTION of a FIELD to jump to.


COMMAND: S                                    Press <PF1>H for help   Insert
```

Example (continued): Adding a site parameter entry in the Women's Health package

```
             * * *   EDIT SITE PARAMETERS FOR SAMPLE VAMC  * * *
_____
    RADIOLOGY:   Import Mammograms from Radiology: YES
                 Status Given to Imported Mammograms: OPEN
                 Include ALL Non-Veterans(Y/N)?:
    ELIGIBILITY CODE(S):




    LABORATORY: Import Tests from Laboratory:
                Include ALL Non-Veterans(Y/N)?:
    ELIGIBILITY CODE(S):


                                                  (PAGE 2 OF 7)
_____

Exit    Save    Next Page    Previous Page    Refresh    Quit

Enter a COMMAND, or "ˆ" followed by the CAPTION of a FIELD to jump to.


COMMAND: N                                    Press <PF1>H for help  Insert
```

Continue entering the N command to move to the next page until you arrive at the last page, number seven.

Example (continued): Adding a site parameter entry in the Women's Health package

```
              * * *  EDIT SITE PARAMETERS FOR CAMP MASTER  * * *
----------------------------------------------------------------------------

Default reasons why pregnancy or lactation status data was entered in error:

  Sequence #  Reason                              ┌─────────────────────────┐
  ----------  --------------------------------    │ This field is not required. │
     1        SAMPLE 1  ◄────────────────────     └─────────────────────────┘
     2        SAMPLE 2


TIU Ancillary Data Message:
Example text: Notify cprsprovider,six@va.gov that a data review is needed for
this patient.  ▼

                                                         (PAGE 7 OF 7)
_____
                              ┌──────────────────────────────────┐
                              │ Enter the site's/division's message │
                              │ text from section 2.2.5 here; this  │
                              │ field is not required.              │
                              └──────────────────────────────────┘

COMMAND: S                                  Press <PF1>H for help  Insert



              * * *  EDIT SITE PARAMETERS FOR CAMP MASTER  * * *
----------------------------------------------------------------------------

Default reasons why pregnancy or lactation status data was entered in error:

  Sequence #  Reason
  ----------  --------------------------------------------------




TIU Ancillary Data Message:


                                                         (PAGE 7 OF 7)
_____




COMMAND: E                                  Press <PF1>H for help  Insert
```

Example (continued): Adding a site parameter entry in the Women's Health package

```
Select OPTION NAME: WOMEN'S HEALTH MENU  WVMENU    Women's Health Menu


   Women's Health Main Menu v1.0                    CAMP MASTER



   PM     Patient Management ...
   MR     Management Reports ...
   MF     Manager's Functions ...



<CPM> Select Women's Health Menu <ONEBCE> Option: MAN
    1    Management Reports
    2    Manager's Functions
CHOOSE 1-2: 2  Manager's Functions


   WOMEN'S HEALTH:        *  MANAGER'S FUNCTIONS  *        CAMP MASTER


   FM     File Maintenance Menu ...
   PQ     Print Queued Letters
   MPM    Manager's Patient Management ...
   LDE    Lab Data Entry Menu ...


<CPM> Select Manager's Functions <ONEBCE> Option: FILE Maintenance Menu


   WOMEN'S HEALTH:        *  FILE MAINTENANCE MENU  *        CAMP MASTER


   AEP    Add/Edit a Notification Purpose & Letter
   PPL    Print Notification Purpose & Letter File
   ESN    Edit Synonyms for Notification Types
   OUT    Add/Edit Notification Outcomes
   ESP    Edit Site Parameters
   EPP    Edit Package Parameters
   CM     Add/Edit Case Managers
   MCC    Add/Edit Maternity Care Coordinators
   TRCM   Transfer a Case Manager's Patients
   TRMC   Transfer a Maternity Care Coordinator's Patients
   AUTO   Automatically Load Patients
   RAD    Import Radiology/NM Exams
   PRD    Print Results/Diagnosis File
   ESR    Edit Synonyms for Results/Diagnoses
   PSR    Print Synonyms for Results/Diagnoses
   EDX    Edit Diagnostic Code Translation File
   PDX    Print Diagnostic Code Translation File
   RS     Add/Edit to Referral Source File
   PAP    Link Pap Smear with SNOMED Codes
```

```
<CPM> Select File Maintenance Menu <ONEBCE> Option: EPP  Edit Package
Parameters

CPRS Parameters for Package: WOMEN'S HEALTH
--------------------------------------------------------------------------
 Cover Sheet Websites          U. S. MEC for Contraceptive Use
http://www.cdc.gov
/reproductivehealth/unintendedpregnancy/usmec.htm
                              U. S. SPR for Contraceptive Use
http://www.cdc.gov
/reproductivehealth/unintendedpregnancy/usspr.htm
--------------------------------------------------------------------------

For  Cover Sheet Websites -
Select Hyperlink Name:
```

This field is not required.

3.10 Review Users in the Women's Health Package

Women's Health ADPAC/CAC: This step is performed by the ADPAC for the Women's Health package or designee in coordination with the site's Clinical Applications Coordinators (CACs).

Three new notifications are introduced with this release of CPRS v31b: pregnancy status conflict, lactation status conflict and pregnancy/lactation status review. The status conflict notifications are generated when either a diagnosis code is added to the patient's chart or when a pregnancy laboratory test is resulted indicating a pregnancy or lactation status that is different from what is stored in the Women's Health package. The status review notification is generated when a signed note that is associated with pregnancy or lactation status data is retracted from the patient's medical record. Women's Health case managers, along with maternity care coordinators and for the status conflict notifications in certain critical situations the patient's primary care provider are recipients of these notifications.

Ensuring the proper users receive these notifications is a five step process: review the list of case managers and update as needed, transfer patients from inactive case managers to active case managers as needed, assign new case managers to patients, designate users as a maternity care coordinator and assign maternity care coordinators to patients. This is an ongoing process that should repeat whenever there is a change in staff. Not documented here is an option to transfer patients from one maternity care coordinator to another maternity care coordinator; refer to the Women's Health User Guide for how to use this option.

3.10.1 Step 1: Review and Update the List of Case Managers

Option: *Add/Edit Case Managers* on the *File Maintenance Menu*, which is on the *Manager's Functions* menu.

Before assigning a user as a patient's case manager, that user must be designated as a case manager in the Women's Health package. Additionally, users who are no longer case managers should be inactivated.

Example: Reviewing the List of Women's Health Case Managers

```
     WOMEN'S HEALTH:          *  MANAGER'S FUNCTIONS  *           SAMPLE VAMC


     FM     File Maintenance Menu ...
     PQ     Print Queued Letters
     MPM    Manager's Patient Management ...
     LDE    Lab Data Entry Menu ...

Select Manager's Functions <TEST ACCOUNT> Option: FM  File Maintenance Menu
```

```
   WOMEN'S HEALTH:        *  FILE MAINTENANCE MENU  *        WEST PALM BEACH
VAMC


   AEP    Add/Edit a Notification Purpose & Letter
   PPL    Print Notification Purpose & Letter File
   ESN    Edit Synonyms for Notification Types
   OUT    Add/Edit Notification Outcomes
   ESP    Edit Site Parameters
   EPP    Edit Package Parameters
   CM     Add/Edit Case Managers
   MCC    Add/Edit Maternity Care Coordinators
   TRCM   Transfer a Case Manager's Patients
   TRMC   Transfer a Maternity Care Coordinator's Patients
   AUTO   Automatically Load Patients
   RAD    Import Radiology/NM Exams
   PRD    Print Results/Diagnosis File
   ESR    Edit Synonyms for Results/Diagnoses
   PSR    Print Synonyms for Results/Diagnoses
   EDX    Edit Diagnostic Code Translation File
   PDX    Print Diagnostic Code Translation File
   RS     Add/Edit to Referral Source File
   PAP    Link Pap Smear with SNOMED Codes

Select File Maintenance Menu <TEST ACCOUNT> Option: CM  Add/Edit Case Managers
```

Example (continued): Reviewing the List of Women's Health Case Managers

```
             * * *   WOMEN'S HEALTH: ADD/EDIT CASE MANAGERS   * * *


  Select CASE MANAGER: ??

  Choose from:
  TESTMASTER,USER            DATE INACTIVATED:  FEB 18, 2020
  WHCOORDINATOR,ONE
  WHCOORDINATOR,TWO

       You may enter a new WV CASE MANAGER, if you wish
  This field contains the name(s) of WH case manager(s) assigned to manage
  women's health needs.

  Choose from:
  ADPAC,ONE          OA          ADPAC
  ANESTHESIOLOGIST,ONE        OA          ANESTHESIOLOGIST
  ANRVAPPLICATION,PROXY USER
  AUTHORIZER,IB MRA        MRA
  AUTHORIZER,IB REG
  AUTOUPDATE,IBEIV        MRA
  CENTRAL,PAID
  CLINICAL,DEVICE PROXY SERVICE
  CREDENTIALCLERK,ONE        OC          CREDENTIALLING CLERK
  DEPARTMENT OF DEFENSE,USER        UDOD
  Type <Enter> to continue or '^' to exit: ^

  Select CASE MANAGER:
```

The current list of case managers appears before the text "You may enter a new WV CASE MANAGER, if you wish". Those users that are no longer case managers have the text "DATE INACTIVATED" next to their name.

At the Select CASE MANAGER prompt, you can select a user to inactivate or designate as a new case manager.

Example: Inactivating a Women's Health Case Manager

```
  Select CASE MANAGER: WHCOORDINATOR,ONE       OW         PHYSICIAN
        ...OK? Yes//   (Yes)

DATE INACTIVATED: T  (FEB 18, 2020)
```

Example: Designating a Women's Health Case Manager

```
             * * *   WOMEN'S HEALTH: ADD/EDIT CASE MANAGERS   * * *


  Select CASE MANAGER: WHCOORDINATOR,THREE       TW         PHYSICIAN
   Are you adding 'WHCOORDINATOR,THREE' as a new WV CASE MANAGER (the 4TH)? No//
YES  (Yes)
DATE INACTIVATED:
```

3.10.2 Step 2: Transfer Inactive Case Managers' Patients

Option: *Transfer a Case Manager's Patients* on the *File Maintenance Menu*, which is on the *Manager's Functions* menu.

If any Women's Health case manager was inactivated in step one, the patients assigned to that manager must be transferred to an active Women's Health case manager.

Example: Transferring a Case Manager's Patients

```
    WOMEN'S HEALTH:        *  MANAGER'S FUNCTIONS  *         SAMPLE VAMC


    FM      File Maintenance Menu ...
    PQ      Print Queued Letters
    MPM     Manager's Patient Management ...
    LDE     Lab Data Entry Menu ...

Select Manager's Functions <TEST ACCOUNT> Option: FM  File Maintenance Menu
```

```
    WOMEN'S HEALTH:        *  FILE MAINTENANCE MENU  *         SAMPLE VAMC


    AEP    Add/Edit a Notification Purpose & Letter
    PPL    Print Notification Purpose & Letter File
    ESN    Edit Synonyms for Notification Types
    OUT    Add/Edit Notification Outcomes
    ESP    Edit Site Parameters
    EPP    Edit Package Parameters
    CM     Add/Edit Case Managers
    MCC    Add/Edit Maternity Care Coordinators
    TRCM   Transfer a Case Manager's Patients
    TRMC   Transfer a Maternity Care Coordinator's Patients
    AUTO   Automatically Load Patients
    RAD    Import Radiology/NM Exams
    PRD    Print Results/Diagnosis File
    ESR    Edit Synonyms for Results/Diagnoses
    PSR    Print Synonyms for Results/Diagnoses
    EDX    Edit Diagnostic Code Translation File
    PDX    Print Diagnostic Code Translation File
    RS     Add/Edit to Referral Source File
    PAP    Link Pap Smear with SNOMED Codes

Select File Maintenance Menu <TEST ACCOUNT> Option: TRCM  Transfer a Case
Manager's Patients
```

Example (continued): Transferring a Case Manager's Patients

```
        * * *  WOMEN'S HEALTH: TRANSFER A CASE MANAGER'S PATIENTS  * * *


    The purpose of this utility is to aid in the transfer of all of one
    Case Manager's patients to another Case Manager, such as when there
    is a turnover in staff.  The program will ask you for an "OLD" Case
    Manager and then for a "NEW" Case Manager.  All patients who were
    previously assigned to the "OLD" Case Manager will be reassigned to
    the "NEW" Case Manager.

    If the "NEW" Case Manager you are looking for cannot be selected,
    that person must first be added to the file of Case Managers by
    using the "Add/Edit Case Managers" option.

   Select OLD CASE MANAGER: WHCOORDINATOR,ONE       OW          PHYSICIAN
DATE INACTIVATED:  FEB 18, 2020
   Select NEW CASE MANAGER: WHCOORDINATOR,THREE     TW          PHYSICIAN

   All patients currently assigned to: WHCOORDINATOR,ONE
   will be reassigned to.............: WHCOORDINATOR,THREE

   Do you wish to proceed?
   Enter Yes or No? YES

   4 patients transferred from WHCOORDINATOR,ONE to WHCOORDINATOR,THREE.

Type <Enter> to continue or '^' to exit:
```

3.10.3   Step 3: Assign New Case Managers to Patients

Option: *Edit/Print Patient Case Data* on the *Manager's Patient Management*, which is on the *Manager's Functions* menu.

If any user was newly designated as a Women's Health case manager in step one, you need to assign that case manager to one or more patients.

Example: Assigning a Women's Health Case Manager

```
   WOMEN'S HEALTH:        *  MANAGER'S FUNCTIONS  *         SAMPLE VAMC


   FM      File Maintenance Menu ...
   PQ      Print Queued Letters
   MPM     Manager's Patient Management ...
   LDE     Lab Data Entry Menu ...

Select Manager's Functions <TEST ACCOUNT> Option: MPM  Manager's Patient
Management
```

Example (continued): Assigning a Women's Health Case Manager

```
    WOMEN'S HEALTH:   *  MANAGER'S PATIENT MANAGEMENT  *    SAMPLE VAMC


   PPE     Patient Profile Including Errors
   PC      Edit/Print Patient Case Data
   HIS     Add an HISTORICAL Procedure
   DUP     Browse Procedures for Possible Duplicates
   PAL     Edit PAP Regimen Log
   PRL     Edit Pregnancy/Lactation Status Data

Select Manager's Patient Management <TEST ACCOUNT> Option: PC  Edit/Print
Patient Case Data
```

```
          * * *  WOMEN'S HEALTH: EDIT PATIENT CASE DATA  * * *



   Select the patient you wish to add or edit.
Select PATIENT NAME: WVPATIENT,TWO,TWO  WVPATIENT,TWO        3-10-95
66604000
2    NO     NSC VETERAN
 Enrollment Priority: GROUP 5   Category: IN PROCESS    End Date:


   WVPATIENT,TWO (24y/o)
   is not currently in the Women's Health database.
   Do you wish to add her to the Women's Health Database?
   Enter Yes or No? YES
```

> If this prompt appears, answer YES.

```
                  * * *  EDIT PATIENT CASE DATA  * * *

Patient Name: WVPATIENT,TWO(24y/o)                 SSN: XXX-XX-XXXX
      Street: XXXXXXXXXXXXXXXXXXXXXXXXXXX  Patient Phone: XXX-XXX-XXXX
 Cty/St/Zip: XXXXXXXXXXXXXXXXXXXXXXXXX       Pr Provider: UNKNOWN
   Elig Code: NSC                                 Veteran: Yes
        MST: Unknown, not screened
_____
     Case Manager: WHCOORDINATOR,THREE           Inactive Date:
   Breast Tx Need: ↓Undetermined           Cervical Tx Need: Undetermined
Breast Tx Due Date: ↓                      Cervical Tx Due Date:
Breast Tx Facility: ↓                      Cervical Tx Facility:
     PAP Regimen: ↓Undetermined                           CST:
PAP Regimen Start Date: ↓                          Notes (WP):
Family Hx of Breast CA: ↓                      DES Daughter:
Maternity Care Coordinator: ↓
 Date of 1st Encounter: ↓JAN 13,2020          Referral Source:
_____

Exit    Save    Refresh    Quit

Enter a COMMAND, or "^" followed by the CAPTION of a FIELD to jump to.

COMMAND: S                            Press <PF1>H for help  Insert
```

Example (continued): Assigning a Women's Health Case Manager

```
                      * * *  EDIT PATIENT CASE DATA  * * *

Patient Name: WVPATIENT,TWO(24y/o)                SSN: XXX-XX-XXXX
      Street: XXXXXXXXXXXXXXXXXXXXXXXXXXXX  Patient Phone: XXX-XXX-XXXX
   Cty/St/Zip: XXXXXXXXXXXXXXXXXXXXXXXXXXXX    Pr Provider: UNKNOWN
    Elig Code: NSC                               Veteran: Yes
         MST: Unknown, not screened
_____
      Case Manager: WHCOORDINATOR,THREE        Inactive Date:
   Breast Tx Need: Undetermined           Cervical Tx Need: Undetermined
Breast Tx Due Date:                       Cervical Tx Due Date:
Breast Tx Facility:                       Cervical Tx Facility:
      PAP Regimen: Undetermined                        CST:
PAP Regimen Start Date:                          Notes (WP):
Family Hx of Breast CA:                        DES Daughter:
Maternity Care Coordinator:
 Date of 1st Encounter: JAN 13,2020            Referral Source:
_____

Exit    Save    Refresh    Quit

Enter a COMMAND, or "^" followed by the CAPTION of a FIELD to jump to.

COMMAND: E                                Press <PF1>H for help   Insert

Do you wish to PRINT this patient's Case Data?
Enter Yes or No: NO//
```

3.10.4   Step 4: Designate Users as a Maternity Care Coordinator

Option: *Add/Edit Maternity Care Coordinators* on the *File Maintenance Menu*, which is on the *Manager's Functions* menu.

Before assigning a user as a patient's maternity care coordinator, that user must be designated as a maternity care coordinator in the Women's Health package. Execute this option to designate all maternity care coordinators at your site.

Example: Designating a Women's Health Maternity Care Coordinator

```
   WOMEN'S HEALTH:        *  MANAGER'S FUNCTIONS  *        SAMPLE VAMC


   FM     File Maintenance Menu ...
   PQ     Print Queued Letters
   MPM    Manager's Patient Management ...
   LDE    Lab Data Entry Menu ...

Select Manager's Functions <TEST ACCOUNT> Option: FM  File Maintenance Menu
```

Example (continued): Designating a Women's Health Maternity Care Coordinator

```
    WOMEN'S HEALTH:        *  FILE MAINTENANCE MENU  *         SAMPLE VAMC


   AEP    Add/Edit a Notification Purpose & Letter
   PPL    Print Notification Purpose & Letter File
   ESN    Edit Synonyms for Notification Types
   OUT    Add/Edit Notification Outcomes
   ESP    Edit Site Parameters
   EPP    Edit Package Parameters
   CM     Add/Edit Case Managers
   MCC    Add/Edit Maternity Care Coordinators
   TRCM   Transfer a Case Manager's Patients
   TRMC   Transfer a Maternity Care Coordinator's Patients
   AUTO   Automatically Load Patients
   RAD    Import Radiology/NM Exams
   PRD    Print Results/Diagnosis File
   ESR    Edit Synonyms for Results/Diagnoses
   PSR    Print Synonyms for Results/Diagnoses
   EDX    Edit Diagnostic Code Translation File
   PDX    Print Diagnostic Code Translation File
   RS     Add/Edit to Referral Source File
   PAP    Link Pap Smear with SNOMED Codes

Select File Maintenance Menu <TEST ACCOUNT> Option: MCC  Add/Edit Maternity
Care Coordinators
```

```
      * * *  WOMEN'S HEALTH: ADD/EDIT MATERNITY CARE COORDINATORS  * * *


   Select MATERNITY CARE COORDINATOR: MCCOORDINATOR,ONE       OM
MATERNITY CARE COORDINATOR
  Are you adding 'MCCOORDINATOR,ONE' as
    a new WV MATERNITY CARE COORDINATOR (the 1ST)? No// YES  (Yes)
DATE INACTIVATED:
```

3.10.5 Step 5: Assign Maternity Care Coordinators to Patients

Option: *Edit/Print Patient Case Data* on the *Manager's Patient Management*, which is on the *Manager's Functions* menu.

Once a user is designated as a maternity care coordinator, you can assign that user to one or more patients.

Example: Assigning a Women's Health Maternity Care Coordinator

```
    WOMEN'S HEALTH:         *  MANAGER'S FUNCTIONS  *          SAMPLE VAMC


    FM      File Maintenance Menu ...
    PQ      Print Queued Letters
    MPM     Manager's Patient Management ...
    LDE     Lab Data Entry Menu ...

Select Manager's Functions <TEST ACCOUNT> Option: MPM  Manager's Patient
Management
```

```
    WOMEN'S HEALTH:    *  MANAGER'S PATIENT MANAGEMENT  *    SAMPLE VAMC


    PPE     Patient Profile Including Errors
    PC      Edit/Print Patient Case Data
    HIS     Add an HISTORICAL Procedure
    DUP     Browse Procedures for Possible Duplicates
    PAL     Edit PAP Regimen Log
    PRL     Edit Pregnancy/Lactation Status Data

Select Manager's Patient Management <TEST ACCOUNT> Option: PC  Edit/Print
Patient Case Data
```

```
            * * *  WOMEN'S HEALTH: EDIT PATIENT CASE DATA  * * *



   Select the patient you wish to add or edit.
Select PATIENT NAME: WVPATIENT,TWO,TWO  WVPATIENT,TWO        3-10-95
66604000
2    NO     NSC VETERAN
 Enrollment Priority: GROUP 5   Category: IN PROCESS    End Date:

                                            ┌─────────────────────────────────┐
                                            │ If this prompt appears, answer YES.│
   WVPATIENT,TWO (24y/o)                     └─────────────────────────────────┘
   is not currently in the Women's Health database.
   Do you wish to add her to the Women's Health Database?◄
   Enter Yes or No? YES
```

Example (continued): Assigning a Women's Health Maternity Care Coordinator

```
                      * * *  EDIT PATIENT CASE DATA  * * *

Patient Name: WVPATIENT,TWO(24y/o)                   SSN: XXX-XX-XXXX
       Street: XXXXXXXXXXXXXXXXXXXXXXXXXXX  Patient Phone: XXX-XXX-XXXX
   Cty/St/Zip: XXXXXXXXXXXXXXXXXXXXXXXXX      Pr Provider: UNKNOWN
    Elig Code: NSC                               Veteran: Yes
          MST: Unknown, not screened
_____
      Case Manager: ↓WHCOORDINATOR,ONE           Inactive Date:
    Breast Tx Need: ↓Undetermined          Cervical Tx Need: Undetermined
Breast Tx Due Date: ↓                      Cervical Tx Due Date:
Breast Tx Facility: ↓                      Cervical Tx Facility:
       PAP Regimen: ↓Undetermined                         CST:
PAP Regimen Start Date: ↓                          Notes (WP):
Family Hx of Breast CA: ↓                         DES Daughter:
Maternity Care Coordinator: MCCOORDINATOR,ONE
 Date of 1st Encounter: ↓JAN 13,2020           Referral Source:
_____

Exit    Save    Refresh    Quit

Enter a COMMAND, or "^" followed by the CAPTION of a FIELD to jump to.

COMMAND: S                                 Press <PF1>H for help  Insert
```

```
                      * * *  EDIT PATIENT CASE DATA  * * *

Patient Name: WVPATIENT,TWO(24y/o)                   SSN: XXX-XX-XXXX
       Street: XXXXXXXXXXXXXXXXXXXXXXXXXXX  Patient Phone: XXX-XXX-XXXX
   Cty/St/Zip: XXXXXXXXXXXXXXXXXXXXXXXXX      Pr Provider: UNKNOWN
    Elig Code: NSC                               Veteran: Yes
          MST: Unknown, not screened
_____
      Case Manager: WHCOORDINATOR,ONE            Inactive Date:
    Breast Tx Need: Undetermined           Cervical Tx Need: Undetermined
Breast Tx Due Date:                        Cervical Tx Due Date:
Breast Tx Facility:                        Cervical Tx Facility:
       PAP Regimen: Undetermined                          CST:
PAP Regimen Start Date:                            Notes (WP):
Family Hx of Breast CA:                           DES Daughter:
Maternity Care Coordinator: MCCOORDINATOR,ONE
 Date of 1st Encounter: JAN 13,2020            Referral Source:
_____

Exit    Save    Refresh    Quit

Enter a COMMAND, or "^" followed by the CAPTION of a FIELD to jump to.

COMMAND: E                                 Press <PF1>H for help  Insert

Do you wish to PRINT this patient's Case Data?
Enter Yes or No: NO//
```

3.11 Add the Women's Health Cover Sheet Panel to Customized Cover Sheets

CAC: A CAC should perform this task.

In section 2.2.7, you identified which users, divisions or your VistA system have a customized Cover Sheet configuration that you need to add the new Women's Health panel to and recorded them in Worksheet #3 at the end of this document. You will now add the Women's Health panel to those customized Cover Sheet configurations.

1. In VistA, go to the CPRS MANAGER (ORMGR) menu.
2. Go to the CPRS Configuration (Clin Coord) ... menu by typing PE and pressing <Enter>.
3. Select GUI PARAMETERS… by typing GP and pressing <Enter>.
4. Select GUI Cover Sheet Display Parameters ... by typing CS and pressing <Enter>.
5. The GUI Cover Sheet Display Parameters menu gives the different levels for which users can view the display parameters: User, Location, Service, Division, and System. Below is a capture of the menu.

```
<CPM> Select GUI Parameters <TEST ACCOUNT> Option: CS  GUI Cover Sheet Display
Parameters


   SY     GUI Cover Sheet System Display Parameters
   DI     GUI Cover Sheet Division Display Parameters
   SE     GUI Cover Sheet Service Display Parameters
   LO     GUI Cover Sheet Location Display Parameters
   US     GUI Cover Sheet User Display Parameters
```

- If the USER/DIVISION/SYSTEM value in Worksheet #3 begins with USR, type US and press <Enter>.
- If the USER/DIVISION/SYSTEM value in Worksheet #3 begins DIV, type DI and press <Enter>.
- If the USER/DIVISION/SYSTEM value in Worksheet #3 begins with SYS, type SY and press <Enter>.

6. After you select a Level, a list of current values for the Cover Sheet display parameters will appear. The following example shows the display for an example user.

```
Select GUI Cover Sheet Display Parameters <TEST ACCOUNT> Option: US  GUI Cover
Sheet User Display Parameters
Select NEW PERSON NAME: PROVIDER,ONE        OP          PHYSICIAN

GUI Cover Sheet - User for User: PROVIDER,ONE
-------------------------------------------------------------------------------
Inpatient Lab Number of Days to Display
Outpatient Lab Number of Days to Display
Enc Appt Range Start Offset
Enc Appt Range Stop Offset
Future Days Limit For PCE Selection
Cover Sheet Visit Range Start
Cover Sheet Visit Range Stop
Clinical Reminders for Search
List of coversheet reports    1                    ORCV ALLERGIES
                              2                    ORCV ACTIVE MEDICATIONS
                              3                    ORCV CLINICAL REMINDERS
                              4                    ORCV VITALS
```

7. Press <Enter> until the For List of coversheet reports – Select sequence: prompt appears.
8. Enter the first number in the SEQUENCE column in Worksheet #3 at the Select sequence: prompt.

    a. If the Are you adding # as a new Sequence? Yes// prompt appears, press <Enter>.

9. Press <Enter> at the Sequence: prompt.
10. Type ORCV WOMEN'S HEALTH and press <Enter>.
11. If you need to renumber the remaining panels on the Cover Sheet, repeat the following steps as needed:

    b. Enter the next number in the SEQUENCE column in Worksheet #3 at the Select sequence: prompt.

        i. If the Are you adding # as a new Sequence? Yes// prompt appears, press <Enter>.

    c. Press <Enter> at the Sequence: prompt.

    d. Type the name of the panel that corresponds with the number you entered in step 11a.

Example: Adding the Women's Health panel to an example user's Cover Sheet and resequencing three of the panels

```
Select OPTION NAME: ORMGR        CPRS Manager Menu


   CL      Clinician Menu ...
   NM      Nurse Menu ...
   WC      Ward Clerk Menu ...
   PE      CPRS Configuration (Clin Coord) ...

<CPM> Select CPRS Manager Menu <TEST ACCOUNT> Option: PE  CPRS Configuration
(Clin Coord)
   AL      Allocate OE/RR Security Keys
   KK      Check for Multiple Keys
   DC      Edit DC Reasons
```

```
    GP     GUI Parameters ...
    GA     GUI Access - Tabs, RPL
    MI     Miscellaneous Parameters
    NO     Notification Mgmt Menu ...
    OC     Order Checking Mgmt Menu ...
    MM     Order Menu Management ...
    LI     Patient List Mgmt Menu ...
    FP     Print Formats
    PR     Print/Report Parameters ...
    RE     Release/Cancel Delayed Orders
    US     Unsigned orders search
    EX     Set Unsigned Orders View on Exit
    NA     Search orders by Nature or Status
    CI     Consults Clinically Indicated Date Default
    CM     Care Management Menu ...
    DO     Event Delayed Orders Menu ...
    LO     Lapsed Orders search
    PM     Performance Monitor Report


<CPM> Select CPRS Configuration (Clin Coord) <TEST ACCOUNT> Option: GP  GUI
Parameters


    CS     GUI Cover Sheet Display Parameters ...
    HS     GUI Health Summary Types
    TM     GUI Tool Menu Items
    MP     GUI Parameters - Miscellaneous
    UC     GUI Clear Size & Position Settings for User
    RE     GUI Report Parameters ...
    NV     GUI Non-VA Med Statements/Reasons
    EX     GUI Expired Orders Search Hours
    RM     GUI Remove Button Enabled
    NON    GUI Remove Button Enabled for Non-OR Alerts
    CLOZ   GUI Edit Inpatient Clozapine Message
    COAG   GUI Anticoagulation Parameters ...
    DEA    GUI ePCS Management Menu ...
    EIE    GUI Mark Allergy Entered in Error


<CPM> Select GUI Parameters <TEST ACCOUNT> Option: CS  GUI Cover Sheet Display
Parameters

    SY     GUI Cover Sheet System Display Parameters
    DI     GUI Cover Sheet Division Display Parameters
    SE     GUI Cover Sheet Service Display Parameters
    LO     GUI Cover Sheet Location Display Parameters
    US     GUI Cover Sheet User Display Parameters

Select GUI Cover Sheet Display Parameters <TEST ACCOUNT> Option: US  GUI Cover
Sheet User Display Parameters
Select NEW PERSON NAME: PROVIDER,ONE        OP          PHYSICIAN

GUI Cover Sheet - User for User: PROVIDER,ONE
-------------------------------------------------------------------------------
Inpatient Lab Number of Days to Display
Outpatient Lab Number of Days to Display
Enc Appt Range Start Offset
Enc Appt Range Stop Offset
Future Days Limit For PCE Selection
Cover Sheet Visit Range Start
```

```
Cover Sheet Visit Range Stop
Clinical Reminders for Search
List of coversheet reports     1              ORCV ALLERGIES
                               2              ORCV ACTIVE MEDICATIONS
                               3              ORCV CLINICAL REMINDERS
                               4              ORCV VITALS
----------------------------------------------------------------------------
Inpatient Lab Number of Days to Display:
Outpatient Lab Number of Days to Display:
Enc Appt Range Start Offset:
Enc Appt Range Stop Offset:
Future Days Limit For PCE Selection:
CS Visit Search Start:
CS Visit Search Stop:

For Clinical Reminders for Search -
Select Display Sequence:

For List of coversheet reports -
Select Sequence: 2

Sequence: 2//    2
Coversheet Report: ORCV ACTIVE MEDICATIONS// ORCV WOMEN'S HEALTH      Women's
Health     Women's Health Data

For List of coversheet reports -
Select Sequence: 3

Sequence: 3//    3
Coversheet Report: ORCV CLINICAL REMINDERS// ORCV ACTIVE MEDICATIONS
Active Medications

For List of coversheet reports -
Select Sequence: 4

Sequence: 4//    4
Coversheet Report: ORCV VITALS// ORCV CLINICAL REMINDERS       Clinical
Reminders                                        Due Date

For List of coversheet reports -
Select Sequence: 5
Are you adding 5 as a new Sequence? Yes//   YES

Sequence: 5//    5
Coversheet Report: ORCV VITALS      Vitals

For List of coversheet reports -
Select Sequence:
```

3.12 Add New Clinical Reminders to the Cover Sheet Reminder List

Reminder Manager/CAC: A Reminder Manager or CAC should perform this task.

Follow the instructions in the ORQQPX NEW REMINDER PARAM set to "YES" section of the Clinical Reminders Manager's Manual or in the New Cover Sheet Reminder List section in the Computerized Patient Record System (CPRS) Technical Manual: GUI Version to add the Pregnancy/Intentions/Contraception and Update Lactation Status reminders to the appropriate users' Reminder Cover Sheet List. You identified this list of users in section 2.2.4.

3.13 Setup SMART Notifications

CAC/Local Women's Health Office: A CAC should perform this task in consultation with the site's Women's Health Office.

There are three notifications that are exported with CPRS Version 31b related to SMART. They are:

- SMART ABNORMAL IMAGING RESULTS
- SMART NON-CRITICAL IMAGING RES
- SCHEDULED ALERTS

    Note: The SMART notifications give similar information as the Mammogram Results notification. Sites that implement the SMART notifications should turn off the Mammogram Results notification.

These notifications exported with the patch are turned off at the package level. As with all CPRS notifications, these SMART notifications can be enabled at the following levels (**Note:** Highest precedence wins in this list which means user level settings would override lower precedence levels, such as service or system):

1. User
2. Team (OE/RR)
3. Service
4. Location
5. Division
6. System

These settings can be altered in the following option: `Enable/Disable Notifications [ORB3 PROCESSING FLAG]`

Recipients of these SMART notifications must be determined through staff discussions of how to best utilize the SMART functionality at your local site. A user can become a recipient in multiple ways:

- As a default recipient of all alerts of that notification type – use option `Set Default Recipient(s) for Notifications [ORB3 DEFAULT RECIPIENTS]`

- As a provider recipient – use option `Set Provider Recipients for Notifications [ORB3 PROVIDER RECIPIENTS]`

   o Options for provider recipients are as follows

      ▪ P (Primary Provider): deliver notification to the patient's Primary Provider.

      ▪ A (Attending Physician): deliver notification to the patient's Attending Physician.

      ▪ T (Patient Care Teams): deliver notification to the patient's OE/RR Teams (personal patient and team lists are evaluated for potential recipients) and to devices on an OE/RR team.

      ▪ O (Ordering Provider): deliver notification to the provider who placed the order which trigger the notification.

      ▪ M (PCMM Team): deliver notification to users/providers linked to the patient via PCMM Team Position assignments.

      ▪ E (Entering User): deliver notification to the user/provider who entered the order's most recent activity.

      ▪ R (PCMM Primary Care Practitioner): deliver notification to the patient's PCMM Primary Care Practitioner.

      ▪ S (PCMM Associate Provider): deliver notification to the patient's PCMM Associate Provider.

      ▪ C (PCMM Mental Health Treatment Coordinator): deliver notification to the patient's PCMM Mental Health Treatment Coordinator.

3.14 Setup a Reminder List Rule to Automatically Update a Team List (Optional)

CAC/Reminder Manager: The Clinical Applications Coordinators (CACs) or the reminder manager complete this section.

> **Note:** Sites must consult with their Women's Health group to determine if they will set up this rule and how it should be configured for your specific site.

New options are being released that allow a reminder list rule to be setup to run on a set schedule and update a team list with the patients that meet the criteria defined in the list rule. The following new national list rules need to be configured to update a team list:

- VA-WH RS MAMMOGRAM DUE

- VA-WH RS ORDERS PENDING GREATER 60 DAYS

- VA-WH RS PATIENTS WITHOUT A NOTIFICATION

There is a two-step process to do this:

1. A team list needs to be created for each list rule (if filtering by division, you will need to create multiple team lists; one for each division and one to be used as a catch-all).

2. The team list needs to be mapped to the list rule, and the update frequency needs to be defined.

3.14.1   Create a Team List

Option: *Create/Add to Team List* on the *Team List Mgmt Menu*.

This step is performed by the site's Clinical Applications Coordinators (CACs).

Create a team list for each list rule and assign the clinicians that should be associated with the list. If filtering by division (see next step), you will need to create multiple team lists for each list rule; one for each division and one to be used as a catch-all. (The team list name shown in the example below is just an example; assign a name per local preference and conventions).

Example: Creating a team list

```
Select Team List Mgmt Menu Option: CR  Create/Add to Team List


A team list is a list containing patients related to several providers.
These providers are the list's users.  You may now create a new team list
or add autolinks, users and/or patients to an existing team list.  Autolinks
automatically add or remove patients with ADT movements.  Users on the list
may receive notifications regarding patients on the same list.  Please prefix
your list name with 'TEAM' or 'SERVICE' (e.g. TEAM7B, SERVICECARDIOLOGY.)

Enter team list name: MAMMOGRAM DUE PATIENTS
  Are you adding 'MAMMOGRAM DUE PATIENTS' as a new OE/RR LIST (the 154TH)? No//
Y  (Yes)
  Enter type: TM  TEAM PATIENT MANUAL
    to enter additional patients. (? for help):
```

Example (continued): Creating a team list

```
      Select one of the following:


            N          NAME
            W          WARD
            C          CLINIC
            P          PROVIDER
            T          TREATING SPECIALTY


      to enter additional patients. (? for help):

   Enter team provider/user: PROVIDER,ONE               OP

   Enter team provider/user:

   Enter device:

 Select Team List Mgmt Menu Option:
```

3.14.2   Map the team list to a list rule

Option: *Automate List Rule to Update List* on the *Team List Mgmt Menu*.

This step is performed by the site's Clinical Applications Coordinators (CACs).

Map the team list to a list rule. If desired, the patients can be filtered by division.

If selected to not filter by division, all patients found by the list rule will be added to the mapped team list.

Example: Mapping team list to a list rule - not filtering by division

```
Select Team List Mgmt Menu Option: LR  Automate         List Rule to Update
List


List Rule to Update Team ListMay 01, 2017@13:30:23        Page:    1 of    1
 << Option ORLP TEAM LIST FROM REM is next scheduled to run: 5/1/17@23:00. >>

 #  Rem List Rule              Last Run Time   Freq  Division   Team List
 >> There are currently no mappings.




+          Enter ?? for more actions                                    >>>
AD  Add an Entry         DL  Delete an Entry      RF  Refresh
ED  Edit an Entry        RN  Run Now
Select Action: Quit// AD   Add an Entry
Select REMINDER LIST RULE NAME: VA-WH RS MAMMOGRAM DUE        RULE SET

Do you want to filter patients by Division? NO// [ENTER]


Select OE/RR LIST: MAMMOGRAM DUE PATIENTS

Enter the frequency (in days) the team list should be updated:  (1-365): 30

Should the Rem Patient List be overwritten when updating a Team List? YES//
[ENTER]
```

However, if you want to filter the patients by division, and have patients from division A added to one team list and patients from division B added to another team list, then enter 'Yes' to the prompt 'Do you want to filter patients by Division', and for each division enter the team list to use. Even when filtering by division, you will still need to define a "catch-all" team list to be used in cases where it cannot be determined which division a patient belongs to.

> **Note:** The system will try to determine the patient's division using the following criteria (the first true condition from the list below would stop the search, and that division will be used for filtering the patient):

1. If the patient's Primary Care Provider is assigned only one division, that division will be used.

2. If the patient's Primary Care Team is linked to a division, that division will be used.

3. If the patient has a Preferred Facility defined, that division will be used.

Example: Mapping team list to a list rule - filtering by division

```
Select Team List Mgmt Menu Option: LR  Automate         List Rule to Update
List


List Rule to Update Team ListMay 01, 2017@13:30:23       Page:   1 of   1
 << Option ORLP TEAM LIST FROM REM is next scheduled to run: 5/1/17@23:00. >>

 #  Rem List Rule              Last Run Time   Freq  Division   Team List
 >> There are currently no mappings.




+           Enter ?? for more actions                                >>>
AD  Add an Entry         DL  Delete an Entry      RF  Refresh
ED  Edit an Entry        RN  Run Now
Select Action: Quit// AD   Add an Entry
Select REMINDER LIST RULE NAME: VA-WH RS MAMMOGRAM DUE      RULE SET

Do you want to filter patients by Division? NO// YES

   >> First, you will need to select a team list to be used in cases
   >> where it cannot be determined which division a patient belongs to.

Select OE/RR LIST: MAMMOGRAM DUE PATIENTS (CATCH-ALL)

   >> Now, you can select the team lists to be used for each division.

Select DIVISION: CAMP MASTER    NY  VAMC    500
Select OE/RR LIST: MAMMOGRAM DUE PATIENTS (CMP)

Select DIVISION: CENTRAL CITY (CCC)    KY  OC  995
Select OE/RR LIST: MAMMOGRAM DUE PATIENTS (CCC)

Select DIVISION: [ENTER]

Enter the frequency (in days) the team list should be updated:  (1-365): 30

Should the Rem Patient List be overwritten when updating a Team List? YES//
```

3.15 Schedule the Update Team List from Reminder List Rule Option

ITOPS: This step is performed by the site's local/regional OI&T support.

Schedule the Update Team List From Reminder List Rule option [ORLP TEAM LIST FROM REM] to run as a tasked option. It should be scheduled to run during non-peak hours, with a rescheduling frequency of "1D".

Example: Scheduling the Update Team List From Reminder List Rule option

```
Select Taskman Management Option: SCHedule/Unschedule Options

Select OPTION to schedule or reschedule: ORLP TEAM LIST FROM REM      Update
Team List From Reminder List Rule
  Are you adding 'ORLP TEAM LIST FROM REM' as
    a new OPTION SCHEDULING (the 48TH)? No// Y  (Yes)
                       Edit Option Schedule
    Option Name: ORLP TEAM LIST FROM REM
    Menu Text: Update Team List From Remi          TASK ID:
  _____

  QUEUED TO RUN AT WHAT TIME: T+1@02:30

DEVICE FOR QUEUED JOB OUTPUT:

 QUEUED TO RUN ON VOLUME SET:

      RESCHEDULING FREQUENCY: 1D

             TASK PARAMETERS:

             SPECIAL QUEUEING:

_____

Exit    Save    Next Page    Refresh    Quit

Enter a COMMAND, or "ˆ" followed by the CAPTION of a FIELD to jump to.

COMMAND: Exit                                  Press <PF1>H for help  Insert
```

3.16 Setup SCHEDULED ALERTS for Tickler Alerts

CAC: This task should be performed by a CAC.

The SCHEDULED ALERTS notification enables users to set up tickler alerts to remind them to perform some function in the future.

The SCHEDULED ALERTS notification is exported as disabled at the package level. To use tickler alerts, sites will need to enable the SCHEDULED ALERTS notification.

SCHEDULED ALERTS can be enabled at the following levels (**Note:** Highest precedence wins in this list which means user level settings would override lower precedence levels, such as service or system):

1. User
2. Team (OE/RR)
3. Service
4. Location
5. Division
6. System

These settings can be altered in the following option: `Enable/Disable Notifications  [ORB3 PROCESSING FLAG].`

3.17 Confirm TIU TEMPLATE CONSULT LOCK Values

CAC: This step should be performed by a CAC.

Option: *Set consult templates to read-only*, which is on the *TIU Template Mgmt Functions* menu.

The post-install process for the TIU*1.0*290 patch attempts to automatically add any TIU templates that are linked to a consult service and where the NAME begins with "NON VA CARE HCPS". This approach was used as some integrated facilities use station identifier suffixes on the consult services/templates. The templates automatically added to this parameter are those used when sending consults to the Referral Authorization System (RAS) for Non-VA care covered under the Dialysis National Contract (DNC).

Sites should review the values assigned to this parameter. If any unused/unwanted templates have been assigned to the parameter, use the Remove action to delete these values from the parameter. If the post-install failed to add templates used for RAS consults, use the Add action to add those values to the parameter.

```
   1       TIU Parameters Menu ...
   2       Document Definitions (Manager) ...
   3       User Class Management ...
   4       TIU Template Mgmt Functions ...
   5       TIU Alert Tools
   7       TIUHL7 Message Manager
           Title Mapping Utilities ...
   6       Active Title Cleanup Report
           Text Event Edit



<CPM> Select TIU Maintenance Menu <TEST ACCOUNT> Option: 4  TIU Template Mgmt
Functions


   1       Delete TIU templates for selected user.
   2       Edit auto template cleanup parameter.
   3       Delete templates for ALL terminated users.
   4       Set consult templates to read-only.



<CPM> Select TIU Template Mgmt Functions <TEST ACCOUNT> Option: 4  Set consult
templates to read-only.

TIU TEMPLATE CONSULT LOCK may be set for the following:

    NUMBER          TEMPLATE
    ======          ========
    1               NON VA CARE HCPS HEMODIALYSIS
    2               NON VA CARE HCPS PERITONEAL DIALYSIS

Remove existing template or Add new entry?:  (R/A): REMOVE
Select NUMBER to remove: 1
... Deleted.




   1       Delete TIU templates for selected user.
```

```
      2         Edit auto template cleanup parameter.
      3         Delete templates for ALL terminated users.
      4         Set consult templates to read-only.



<CPM> Select TIU Template Mgmt Functions <TEST ACCOUNT> Option:
```

3.18 Review Line Length for Consult and Procedure Templates

CAC: This step should be performed by a CAC and can be completed after users are allowed to use CPRS.

During testing of CPRS v31b, an issue was identified with consult and procedure templates. Consult and procedure templates that contain lines with more than 74 characters may not wrap correctly in CPRS. Sites must manually correct those templates that do not warp correctly.

A post-install routine will create the PATCH TIU*1*290 TEMPLATE CHECK RESULTS report that will identify which consult and procedure templates contain lines with more than 74 characters that should be reviewed for wrapping issues.

Example report

```
Subj: TIU*1*290 TEMPLATE CHECK RESULTS  [#17762] 05/11/20@12:16  11 lines
From: TIU TEMPLATE CHECKER  In 'IN' basket.   Page 1  *New*
-----------------------------------------------------------------------------
The following templates contain text that is more than 74 characters in
length. Please review each template in CPRS to ensure that the text is
wrapped correctly.


Consult Reasons for Request
---------------------------
LOCAL TEMPLATE
Caregiver
  CAREGIVER SUPPORT PROGRAM OUTPT
Caregiver > Caregiver Subfolder
  LOCAL CAREGIVER TEMPLATE
```

In the example above, the LOCAL TEMPLATE template, the CAREGIVER SUPPORT PROGRAM OUTPT template in the Caregiver folder, and the LOCAL CAREGIVER TEMPLATE template in the Caregiver Subfolder folder in the Caregiver folder all contain one or more lines that are more than 74 characters in length.

The report is sent to the OR CACS mail group and the installer.

3.19 Review Post-Installation Message GMRA*4*53 CLEAN-UP STATUS

When finishing a pharmacy order for a patient with an adverse reaction that has a sign/symptom of OTHER REACTION and the free text value contains a trailing comma, a subscript error is generated during the drug-allergy order check.

The post-install routine schedules a background task that will remove leading, trailing, and repeated commas from the free text value of OTHER REACTION. Once this task completes, the report GMRA*4*53 CLEAN-UP STATUS is generated that contains all the free text values that were modified.

The report is sent as an email to the OR CACS mail group and to the installer.

This report will assist sites in confirming that the scheduled task did its job properly.

Here is an example of part of a report.

```
Subj: GMRA*4*53 CLEAN-UP STATUS  [#17780] 05/13/20@15:13  11 lines
From: GMRA, CLEAN-UP  In 'IN' basket.   Page 1  *New*
--------------------------------------------------------------------------
PATIENT NAME                    REACTANT
  ORIGINAL VALUE
  --------------
  NEW VALUE
==========================================================================
OUTPATIENT,ONE                  PENICILLIN
  RASH,,
  ------
  RASH

NUMBER OF REACTIONS CHANGED: 1
```

CACs are responsible for reviewing the report and correcting any issues identified. For those reactants whose sign/symptoms was not properly cleaned up, enter a ServiceNOW ticket for assistance in manually adjusting the OTHER REACTION value.

3.20 Review Post-Installation Message OUTPATIENT MED QUICK ORDER CONVERSION

As part of the changes included with CPRS v31b, the Except conjunction has been removed from prescriptions.

A post-install routine was added to update existing Outpatient Med Quick Orders and remove any EXCEPT conjunctions.

An email report will be sent to the patch installer and the OR CACS mail group with the subject OUTPATIENT MED QUICK ORDER CONVERSION.

3.21 Review Post-Installation Message Update to Dietetic Quick Order

As part of the changes included with CPRS v31b, the Stop Date and Cancel Late Tray conjunction has been removed from Dietetic Quick Order.

A post-install routine was added to update existing Dietetic Quick Orders.

An email report will be sent to the patch installer and the OR CACS mail group with the subject DIETETIC QUICK ORDER CONVERSION.

3.22 Configure Copy/Paste Settings

CAC: The personnel responsible for setting the TIU DOCUMENT PARAMETERS and the TIU BASIC PARAMETERS may want to change the default settings of the new Copy/Paste fields. Also, if needed, the CAC can use the GENERAL PARAMETER TOOLS (XPAR EDIT TOOLS) menu item to edit the ORQQTIU COPY/PASTE IDENT and ORQQTIU COPY/PASTE EXCLUDE APP parameters. The CAC should consult with HIMS Manager and facility leadership to discuss and determine the settings.

> **Note:** Once the settings are established, sites should review the copy/paste data to ensure that the settings produce the results sites need. Sites may need to adjust these settings to get the best results for their site.

Below is some helpful guidance as to these settings.

You may use the Basic TIU Parameters [TIU BASIC PARAMETER EDIT] option to edit the following fields in TIU PARAMETERS (#8925.99) file:

MINIMUM COPY WORDS (#4.1)

This field defaults to 5 words if no value is set. As this determines what is captured as copied text, this value can play a significant role in what is tracked. The smaller this number, the more copy actions will be captured. Each site will need to determine the appropriate level of capture that is ideal for their individual needs.

COPY/PASTE VERIFY PERCENTAGE (#4.2)

This field defaults to 90% if no value is set. This field plays a significant part in determining when pasted text is identified as originating from a previously captured copy action. The higher the percentage, the less likely pasted text will be identified as originating from copied text. Each site will need to determine the appropriate level of percentage match that is ideal for their individual needs.

COPY/PASTE USERCLASS (#4.4)

This field is empty to begin. The copy/paste software will always provide the "CHIEF, HIMS", "CHIEF, MIS", and the "PRIVACY ACT OFFICER" user classes as having the ability to view copy/paste highlighting in CPRS. If sites wish to provide another user class these rights, then they should add an existing user class to this entry.

You may use the Document Parameter Edit [TIU DOCUMENT PARAMETER EDIT] option to edit the following fields in TIU DOCUMENT PARAMETERS (#8925.95) file:

EXCLUDE FROM COPY/PASTE (#10.1)

This field defaults to NO (0) if no value is set for a specific document. This should be a rarely used field as most documents should allow tracking of copy/paste data. Each site will need to determine if they use any special TIU notes which should/need to be excluded based on pre-existing policies/procedures that emphasize the re-use of text that cannot be accomplished via templates or other mechanisms.

You may use the General Parameters Tools [XPAR MENU TOOLS] option to edit the following parameters:

ORQQTIU COPY/PASTE IDENT

This parameter determines how copy/paste text displays in CPRS, such as highlighting, bolding, etc. It is defaulted to "-1;Visual Disable Override" if no values are set. This will cause the visual component to be disabled for most users. Users can enable user level settings through the Copy/Paste tab of the Options dialog in the CPRS GUI.

CACs or similar personnel can also set the identifiers by entering values for the parameter.

> **Note:** When setting the identifiers by parameter, the prompt incorrectly states that the user should input 11 comma-separated values. **Setting the parameter actually requires 12 comma-separated values.**

One of the options is also a way to turn off copy/paste entirely for the whole site. To completely turn off Copy/Paste tracking, someone with Programmer access would set this parameter to "-2;CP Disable Override" without the quotation marks at the Package level. This can only be set at the package level. **Only someone with Programmer access can make a change at the Package level.**

```
ORQQTIU COPY/PASTE IDENT may be set for the following:

    1    User         USR    [choose from NEW PERSON]
    2    Division     DIV    [choose from INSTITUTION]
    3    System       SYS    [CPRS32.FO-SLC.MED.VA.GOV]
    4    Package      PKG    [ORDER ENTRY/RESULTS REPORTING]

Enter selection: 4  Package    ORDER ENTRY/RESULTS REPORTING

Parameters set for 'Package' may be replaced if ORDER ENTRY/RESULTS REPORTING
is installed in this account.

 Setting ORQQTIU COPY/PASTE IDENT  for Package: ORDER ENTRY/RESULTS REPORTING
COPY/PASTE IDENTIFIER: -2;CP Disable Override  Replace
```

ORQQTIU COPY/PASTE EXCLUDE APP

This parameter allows sites to designate applications (.exe) that will not be considered copy/paste if encountered in the Windows copy clipboard. This feature allows a site to filter out some applications that utilize the Windows copy clipboard as part of their functionality. This will prevent text from being mistakenly identified as copied by the user when the user did not actually copy any text. One application (natspeak.exe) was preloaded at the Package level with the install of the copy/paste functionality.

3.23 Configure Exception Parameters

CAC: This step should be performed by Clinical Application Coordinator (CAC) or similar personnel at the site.

Three CPRS parameters help to give teams information if an exception, such as an access violation (AV) occurs. This information can help individuals supporting CPRS to troubleshoot any possible exception issues.

- OR CPRS EXCEPTION EMAIL: Enter the Outlook email addresses for those individuals who should receive an email detailing any exceptions that occur. This is a list of people for the email button. Multiple individual email address can be added here.

- OR CPRS EXCEPTION LOGGER: Set this parameter to "Yes". Setting to "YES" enables the ability to email AV information to the individuals listed in the OR CPRS EXCEPTION EMAIL parameter.

- OR CPRS EXCEPTION PURGE: Enter the number of days to keep exception log files. When an error occurs and the Exception Logger is enabled (OR CPRS EXCEPTION LOGGER), an exception log file is created on the user's machine when this type of error occurs. The files will be deleted after the number of days set in this parameter. If nothing is entered here, the files are removed after 60 days by default.

3.24 Configure Site Parameter for One-Step Clinic Administration

CAC: This step is performed by the site's CACs.

A new parameter, OR ONE STEP CLINIC ADMIN OFF, allows sites to enable or disable the One-Step Clinic Administration option on the Action menu on the Orders tab.

This parameter is exported with a Package level default value of NO that enables the 'One Step Clinic Admin' menu item on the Action menu of the Orders tab.

Setting this parameter at the System, Division or User level to YES will disable the menu item. It will still display on the Action menu, but users will not be able to select it.

Use option *Edit Parameter Values* on the *General Parameter Tools* menu, which is on the *CPRS Configuration (IRM)* menu, which is on the *CPRS Manager Menu* (this option is restricted to those with programmer access) to change the value of this parameter.

Example: Disabling the One-Step Clinic Admin menu item for the entire system
```
Select General Parameter Tools <TEST ACCOUNT> Option: EP  Edit Parameter Values
                     --- Edit Parameter Values ---


Select PARAMETER DEFINITION NAME: OR ONE STEP CLINIC ADMIN OFF     ONE STEP
CLIN
IC ADMIN Menu Disable


OR ONE STEP CLINIC ADMIN OFF may be set for the following:

    2    User          USR    [choose from NEW PERSON]
    4    Division      DIV    [SAMPLE VAMC]
    6    System        SYS    [PLA.SAMPLE.MED.VA.GOV]
    10   Package       PKG    [ORDER ENTRY/RESULTS REPORTING]
```

```
Enter selection: 6  System   PLA.SAMPLE.MED.VA.GOV

- Setting OR ONE STEP CLINIC ADMIN OFF  for System: PLA.SAMPLE.MED.VA.GOV -
Yes/No: YES

OR ONE STEP CLINIC ADMIN OFF may be set for the following:

    2   User         USR    [choose from NEW PERSON]
    4   Division      DIV    [SAMPLE VAMC]
    6   System        SYS    [PLA.SAMPLE.MED.VA.GOV]
    10  Package       PKG    [ORDER ENTRY/RESULTS REPORTING]

Enter selection:
-------------------------------------------------------------------------------

Select PARAMETER DEFINITION NAME:
```

3.25 Configure site parameter OR CPRS HELP DESK TEXT

CAC: The step is performed by the CAC.

A new parameter, OR CPRS HELP DESK TEXT, allows sites to modify the text in the message box that appears when the CPRS GUI attempts to use the incorrect version of a DLL.

This parameter is exported with a Package level default value of "your local CPRS help desk", which causes the message box to contain the text "Please contact your local CPRS help desk to obtain the updated version of the DLL".

If desired, sites can choose to set this text at the system level.

Use option *Edit Parameter Values* on the *General Parameter Tools* menu, which is on the *CPRS Configuration (IRM)* menu, which is on the *CPRS Manager Menu* (this option is restricted to those with programmer access) to change the value of this parameter.

Example: Changing the text that appears in the DLL version mismatch message box

```
Select General Parameter Tools <TEST ACCOUNT> Option: EP  Edit Parameter Values
                         --- Edit Parameter Values ---


Select PARAMETER DEFINITION NAME: OR CPRS HELP DESK TEXT     Help text used by C
PRS


---- Setting OR CPRS HELP DESK TEXT  for System: PLA.WEST-PALM.MED.VA.GOV ----
Value: the help desk at extension 9999
--------------------------------------------------------------------------------


Select PARAMETER DEFINITION NAME:
```

3.26 Convert Existing Pregnancy and Lactation Data

CAC/Local Women's Health Office: This step is performed by the site's Clinical Applications Coordinators (CACs) in conjunction with the local Women's Health office.

During the post-installation process, pregnancy status data that was entered directly into the Women's Health software package is converted into the new data format without any further action needed. However, sites may have used patient record flags, health factors, postings or the problem list to document when a patient is pregnant or breastfeeding. With the installation of CPRS v31.b, using these features to document when a patient is pregnant or breastfeeding is now obsolete and no longer recommended. Sites must cease using these features to document when a patient is pregnant or breastfeeding and must instead use either the Women's Health panel on the Cover Sheet tab or the Pregnancy/Intentions/Contraception and Update Lactation Status reminder dialogs to document a patient's pregnancy status (including when a patient is not pregnant) and lactation status (including when a patient is not breastfeeding).

If your site uses patient record flags, health factors, postings or the problem list to document when a patient is pregnant or breastfeeding, you need to follow the steps below to convert your existing data into the new format:

1. Determine which patients are currently pregnant and/or breastfeeding.

2. For patients that are currently pregnant, review each patient's chart to determine the expected due date and note that date on your list.

3. Open CPRS.

4. For each patient:

    a. Select the patient in the Patient Selection dialog.

    b. Navigate to the Cover Sheet tab.

    c. Right-click in the Women's Health panel then select the Add New Data… item from the menu that appears (see section 3.7 if the Women's Health panel does not appear on the Cover Sheet tab).

    d. In the Women's Health – Pregnancy and Lactation Status Update dialog that appears:

        i. For currently pregnant patients, select the Able to conceive then the Pregnant options and then enter the expected due date. **Note:** The Lactation Status section is optional and may be left blank.

        ii. For currently breastfeeding patients, select the Currently lactating option. **Note:** The Medically Able to Conceive and Pregnancy Status sections are optional and may be left blank.

        iii. Click on the Save button.

4   Worksheets

4.1   Worksheet #1

Laboratory Tests:

TEST NAME	SITE/SPECIMEN	Patient is Pregnant	Patient is Not Pregnant

Patient is Pregnant Condition Statements:

TEST NAME	CONDITION STATEMENT	CASE SENSITIVE

Patient is Not Pregnant Condition Statements:

TEST NAME	CONDITION STATEMENT	CASE SENSITIVE

4.2   Worksheet #2

Radiology Parent Procedures:

PARENT PROCEDURE NAME	DESCENDENT CPT CODES	TAXONOMY NAME

Radiology Detailed and Series Procedures:

PROCEDURE NAME

4.3　Worksheet #3

Customized Cover Sheet Configurations Needing the Women's Health Panel

USER/DIVISION/SYSTEM	SEQUENCE